

AUG 26 1977

BOARD OF OFFICERS MEETING  
43RD ANNUAL CONFERENCE  
CONRAD HILTON HOTEL, CHICAGO, IL.  
August 26, 1977

The meeting was called to order at 1400 by President Jerry Campbell. Present were all members of the new Board of Officers: President Jerry Campbell, President Elect Nathan D. McClure III, 1st Vice President Sanford H. Smith and 2nd Vice President Henry L. Crutcher. Also present were Executive Director J. Rhett McMillian, Jr., Counsel Joseph Kittner, Project Director Donal D. Kavanagh, Office Manager Vivian McMillian, Assistant Executive Director Ernest J. Landreville, and Conference Chairman William L. Miller.

Conference Chairman Miller furnished a tentative report on the Conference, indicating that taking into account all categories, there were over a thousand attendees. The Board of Officers expressed appreciation for the outstanding efforts of the Conference Chairman and his Committee.

President Campbell directed welcoming remarks to new Second Vice President Henry Crutcher

The Board agreed that comments on Docket 21229, the Spectrum Management Docket, were to be forwarded directly to Counsel Kittner, a copy should also be sent to the National Office for review as well. The date for mailing final comments from the Board was agreed as September 20, 1977. All comments from the National Office, after review of those received, were to be in the hands of Counsel Kittner by October 1, 1977. APCO's comments, after filing, will be published in the BULLETIN.

With regard to any Civil Defense Service filing, that matter will await answers to questions to be proposed by Counsel Kittner to the requirements to be met by dedicating frequencies to such a service.

Counsel Kittner discussed the need for a program to indoctrinate the regulatory and legislative officials concerned with land mobile communications in the special requirements of public safety radio service. He proposed appearances by APCO officials before these appropriate individuals to let them know who we are and what we represent.

Mr. Kittner also discussed the problem of the additional activity and involvement of his office with APCO matters, which has resulted in an imbalance in the amount of time spent against the amount of agreed legal fees for being charged. He proposed that no change in legal fees take place at this time, but that at the end of the year, after a review of the activity during 1977, any adjustment needed be made to cover future differences between contracted service and extra services required. This arrangement would be negotiated, if needed, to take effect the first of next year, 1978.

Executive Director McMillian reminded the Board that in the terms of the agreement to hire Assistant Executive Director Landreville there had been an agreement to consider reimbursement of moving expenses to New Smyrna Beach. Mr. McMillian asked that the Board consider this matter at this time, since approval to retain the Assistant Director had been previously made. The Board approved reimbursing Assistant Director \$1,000 to cover a portion of the expenses incurred in moving his household effects.

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The Board asked the Executive Director to look into establishing some type of counterpart organization in Canada, in accordance with the resolution introduced at the Conference.

Project Director Kavanagh discussed the work schedule for Project 16, stating that there would be a Task Group Meeting in Atlanta, Georgia on November 7, 1977 to discuss the recommendations and conclusions portion of the report.

There was tentative agreement to holding a Board of Officers meeting in connection with the Task Group. President Campbell suggested that the Board could meet on November 8, 1977. Specific notice of any scheduled meeting was to be forthcoming.

The Board directed that:

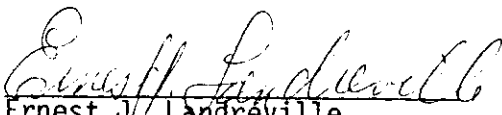
APCO move forward to form a sister organization in Canada; all national committee reports should go to the National Office with a copy to the Board member responsible; that the Chairman of the Constitution and ByLaws Committee draft a resolution to delete the Site Selection Committee; that a rewrite of the Nominating Committee procedures be made and that Executive Director McMillian visit the proposed sites of the 1982 and 1983 National Conferences at Miami, Florida and Seattle, Washington to report to the Board on suitable arrangements for facilities.

Conference Chairman William Miller agreed to furnish a document reviewing the duties of a Conference Chairman with suggestions for future guidance.

There was a brief discussion as to the possibility of obtaining President Carter as the speaker for the 1978 Conference in Detroit. This matter was to be taken under consideration with a later report to the Board from the National Office.

The Board agreed to hold its January meeting in New Smyrna Beach, possibly during the January 9-13, 1978 period.

President Campbell adjourned the meeting at 1630.

  
Ernest J. Landreville  
Assistant Executive Director

EXECUTIVE COMMITTEE MEETING  
 43RD ANNUAL CONFERENCE  
 CONRAD HILTON HOTEL, CHICAGO, IL.  
 August 21, 1977

Meeting convened at 0900 by President Armitage.

Present were: members of the Board of Officers: President Alan L. Armitage, President-Elect Jerry Campbell, First Vice President Nathan D. McClure III, and Second Vice President Sanford H. Smith. Also present were Executive Director J. Rhett McMillian, Jr., Assistant Director Ernest J. Landreville, Project Director Donald D. Kavanagh, Counsel Joseph M. Kittner and the following members of the Executive Committee or their authorized replacements:

<u>CHAPTER</u>	<u>REPRESENTATIVE</u>	<u>CHAPTER</u>	<u>REPRESENTATIVE</u>
Arizona	Lew Hallman	Mississippi	Francis G. Gill
Atlantic	Immediate Past Pres.	Northern Calif.	Henry L. Crutcher
	Frank J. Devine	North Carolina	Charles F. English
Colorado/	Billy F. Hudson	Northwest	Charles R. Dunn
Wyoming		Ohio	Marvin S. Grossman
CPRA	Don Poorman	Oregon	Bruce Karr
Florida	Charles T. Rhan	Tennessee	Roy Turner Neal
Georgia	Richard Roley	Texas	Charles O. Bowles
Illinois	William Michael	Utah	Harold C. Newman
Inland Empire	Charles R. Dunn	Virginia	William M. Lee
Iowa	Jack W. Sauer	Wisconsin	Barney Kellner
Kansas	B. A. Carlisle	Immediate Past	Frank J. Devine
Kentucky	Jack Sharp	President	
Michigan	Russell V. Robinson	Past President	William L. Miller
Mid-Eastern	Robert E. Ellis		
Minnesota	Sam Gargaro		

(NOTE: If any names have been omitted or are incorrectly listed, please advise the National Office so that necessary corrections may be made.)

No other visitors or guests present.

Upon completion of the roll call, President Armitage declared the presence of a Quorum of the Executive Committee.

The meeting agenda as well as the previously distributed minutes of the last meeting were approved. (Note: "approved" or "agreed" indicates a unanimous vote and original motions and seconds are thus not recorded".)

The President announced that he would only briefly outline his report during the meeting, since it would be presented before the conference quorum the following day, Monday, August 22, 1977.

EXECUTIVE COMMITTEE MEETING MINUTES  
43RD ANNUAL CONFERENCE  
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President Elect Campbell also briefly mentioned topics to be included in his report before the Quorum on Monday. The Board report was also to be given at that time. The Executive Director advised copies of his formal report were enclosed with the previously distributed agenda material. The report was approved as distributed. He outlined the FY 1977-78 budget request and fiscal report which were approved as requested.

President Armitage announced that after an indepth review of his progress during the period of employment, the Board of Officers had unanimously voted to recommend to the Executive Committee that Ernest J. Landreville continue to act as Assistant Executive Director, and upon his continued rendition of satisfactory service through December 31, 1977 as evaluated by the Board, be employed as Executive Director effective January 1, 1978. The Executive Committee empowered the Board to act for it in this matter in accordance with these terms.

The Executive Committee requested that a resolution be drafted for presentation before the Conference, expressing appreciation for the outstanding work in behalf of APCO performed by Vivian McMillian and Ann Armitage at the National Office. The Chairman of the Resolutions and ByLaws Committee, Charles English agreed to draft such a resolution.

A motion to recognize the efforts of Executive Director McMillian was introduced and at the request of President Armitage, tabled until a later time to be discussed in the absence of the Executive Director.

The Executive Director reviewed the membership report, noting that the Association had shown a net gain of 242 members during the past fiscal year.

The Committee approved adoption of the Long Range Goal for APCO, that "Within 5-8 years APCO should be an effective, true public safety (Part 89) telecommunication organization with 12,000 members."

Executive Director McMillian noted that one of the objectives of the long range goal was the centralized billing and collecting of dues by the National Office. The Executive Committee directed that a study be made in this matter, with a report of its findings to be made at the 1978 Annual Conference meeting of the Executive Committee.

The Assistant Executive Director furnished a brief summary of his report, and of two proposals enclosed with the agenda. The first described a method to improve the distribution of the BULLETIN by developing a computerized mailing list to replace the present method. The second proposal described one method of using the computerized mailing list in a centralized billing procedure. No action was requested on these items at this time. The uniform dues proposal was to receive further discussion at the Presidents and Secretaries workshop.

Project Director Donal D. Kavanagh furnished his report on the status of Project 16. He also described the involvement of the Kentucky Chapter as a manager for the State Planning Agency in the development of a statewide law enforcement telecommunica .n:  
plan. Members of the Executive Committee were asked to return to their chapters and promote the movement of chapter development of similar projects.

EXECUTIVE COMMITTEE MEETING MINUTES  
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The Executive Director reported on a proposed 4th Telecommunication Goal to be discussed by a panel representing state, county and municipal agencies. After an explanation by the Executive Director and comments from the members, the matter was left for future discussion by the panel and the Quorum of the Conference.

Resolutions number One, Two, and Three as previously published in the BULLETIN were discussed and approved by the Committee to be acted upon by the Conference. All three resolutions had previously been unanimously approved by the Board of Officers.

Approval was given for the granting of Life Memberships to Bernard Flood and John Simmons of the Arizona Chapter, and to Clair Yeager of the Atlantic Chapter. All three had been previously approved by the Board of Officers, in accordance with the recommendations of the respective chapters.

The Committee was briefed by Mr. McMillian on the Board of Officer's approved comments previously furnished to the House Subcommittee on Telecommunications. These comments were approved by the group.

The Committee recessed from 1200 until 1300 hours.

At 1300 in the temporary absence of Executive Director McMillian, the meeting was reconvened by President Armitage who introduced President-Elect Campbell. The President-Elect read the announcement of an award proposed for adoption by the Executive Committee. The Committee waived the 90 day delay requirement, due to the unusual nature of the situation, and unanimously approved the establishment of the J. Rhett McMillian, Jr. Award. President Campbell also read a resolution to make the first presentation of this award to Executive Director McMillian. Both the citation and resolution to present the award were approved. The Executive Committee requested copies of the resolution and of the award be forwarded to them with the minutes of the meeting, and that both be published in the BULLETIN.

President-Elect Campbell also announced at this time that the Board of Officers had voted a gift of appreciation for presentation during the Conference to both Mr. and Mrs. McMillian.

Counsel Kittner reviewed pending FCC Regulatory matters. He added that the issues would be touched upon in greater depth during the Regulatory Panel sessions but that basically, this year had seen the widest range of comments ever filed by the Association. There had been comments on changes in operator license requirements, the establishment of the general access pool at 470-512 MHz. Questions of interconnection of private with the public telephone network and forfeiture matters were also matters of serious consideration.

Counsel stated that APCO is faced by even more present problems and challenges. There is the Spectrum Management Review in Docket 21229 which has taken a great deal of effort and staff time, as had the review of the proposed new Part 90 of the rules as set out in Docket 21348. He also mentioned the possible submission of a petition for rulemaking to establish a Civil Defense Service in order to meet the needs of the state disaster service agencies in time of local emergencies. Mr. Kittner also briefed the group on the present review underway in the House and Senate looking to a possible modification or updating of the Communications Act.

After presentation of the subject of the need for APCO to step forward as the sole source coordinating entity in public safety services, approval was given to proceed with this course of action.

National Conference Chairman William Miller raised a point concerning liability insurance costs to cover a National Conference of the size of APCO. He made the point that if the National Office negotiated with a major insurance carrier on a recurring basis for such coverage, the rate obtained might be less than when each year a new conference body negotiates for one year with different companies. The National Office was asked, and agreed to look into the possibilities and report its findings to the Board of Officers for policy guidance during the coming year.

President Armitage adjourned the meeting at 1600.

  
Ernest J. Landreville  
Assistant Executive Director

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to A P C O*

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1978 NATIONAL CONFERENCE CHAIRMAN  
RUSSELL V. ROBINSON  
8832 STEEL  
DETROIT, MICHIGAN 48828

September 14, 1977

## BOARD OF OFFICERS MEETING

Conrad Hilton Hotel, Chicago, IL.

August 20, 1977

Saturday, August 20

- 1) Meeting called to order by President Armitage at 0900, August 20, 1977.
- 2) Present were the Board of Officers; President Alan L. Armitage, President-elect Jerry Campbell, 1st Vice President Nathan D. McClure III, and 2nd Vice President Sanford H. Smith. Also present were Executive Director McMillian, Assistant Executive Director Landreville, Project Manager Kavanagh, Counsel Kittner, and guests Conference Chairman William L. Miller and 1978 Conference Chairman Russell V. Robinson.
- 3) No other visitors were present.
- 4) Minutes of the last Board meeting held June 1-4, 1977 at Greensboro, NC were approved as distributed.
- 5) Agenda as contained in page 2 of Executive Committee report was approved with the addition of a review of the Board conference schedule. This agenda was also approved for the Executive Committee.
- 6) The agendas for the Coordinators Workshop and the Presidents and Secretaries workshops were approved.
- 7) Conference Chairman William L. Miller furnished his final pre-conference report.
- 8) The Board approved amending the Conference Exhibit Manual to reflect that furniture is no longer to be provided in the booths.

BOARD OF OFFICERS MEETING

Page 2

September 14, 1977

- 9) The Officers' conference schedule was reviewed and amended as to awards presentation, method and timing. The names of Harold Carter (for membership building), J. Rhett McMillian, Jr. as a member, Project 13-A, and as Executive Director 1973-1977, and Vivian McMillian, Office Manager and Comptroller, were added to the list of those receiving the certificates and awards. The schedule was then approved as amended.
- 10) It was proposed that an Ad Hoc Committee be set up to study the use of the National Law Enforcement Emergency channel, after discussion with Bob Stine.
- 11) The Fiscal Report for 1977 was approved for presentation to the Executive Committee.
- 12) The Board approved Ernest J. Landreville continuing as Assistant Executive Director, and upon rendition of satisfactory service through December 31, 1977 as evaluated by the Board of Officers, appointing him Executive Director as of January 1, 1977.
- 13) 1978 Conference Chairman Russell Robinson reported on the status of planning for the Detroit conference with the theme being "Golden Days Future Ways".
- 14) After a discussion, the FY 1977-78 Association Budget was approved.
- 15) Project Director Kavanagh furnished a brief explanation of potential follow-on projects to P-16. He alerted the Board to the need for support of efforts in this regard.
- 16) The Board approved APCO's long term association goal as proposed by the Executive Director.
- 17) After an explanation by the Assistant Executive Director, the Board directed the National Office to pursue the matter of computerized mailing labels and lists for the BULLETIN, and the determination of the options available for affixing labels, sorting and mailing either through our present printing facility or another mailing service.
- 18) Project Director Kavanagh furnished a progress report on Project 16. He also described the progress made in the APCO Kentucky Chapter/SPA project with guidance provided by the National Office. The Board members agreed to relay the availability of this service to other chapters.
- 19) The Board discussed and approved for presentation to the Executive Committee the 4th APCO goal relative to establishment of a planning agency in each state. This proposed goal was also to be a subject of discussion by the State DOC Panel at the Conference.

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September 14, 1977

- 20) The Board approved the granting of life memberships in APCO for Bernard Flood and John Simmons both of the Arizona Chapter. Approval of this status for Clair Yeager of the Atlantic Chapter was previously granted at the December 13-16, 1976 Board meeting.
- 21) Executive Director McMillian announced that the City of Phoenix, Arizona had reaffirmed its intention to host the 1980 National Conference. The Board was assured that a suitable hotel to serve as the conference site was being actively pursued.
- 22) The Executive Director announced that bids for 1982 and 1983 conferences were expected from the cities of Miami and Seattle respectively.
- 23) Counsel Kittner provided a report on regulatory items he planned to present to the Executive Committee. They basically concern: coordination matters; operator licensing requirements; WARC; all 900 MHz considerations now pending; and the proposed establishment of a Civil Defense Radio Service.
- 24) The Board agreed to advise the Executive Committee that it was their recommendation as well as that of the special coordinating committee in Greensboro, N.C. that APCO should be the sole source coordinating body for all public safety radio services.
- 25) The Board discussed the problem of the FCC's interpretation of alerting EMS ambulance personnel on operational channels as a form of paging. The Board expressed a desire that the National Office continue to pursue the matter as published in the August issue of the BULLETIN.
- 26) The meeting was adjourned by President Armitage at 1600 hours.

  
Ernest J. Landreville  
Assistant Executive Director

JUN - 8 1977

# Associated Public-Safety Communications Officers, Inc.

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**PRESIDENT**

**ALAN L. ARMITAGE**

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**1978 NATIONAL CONFERENCE CHAIRMAN**

**RUSSELL V. ROBINSON**

**8632 STEEL**

**DETROIT, MICHIGAN 48228**

June 8, 1977

**TO:** Members, Executive Committee

**FROM:** Executive Director *JRM*

**SUBJECT:** FY 1977 - 78 Estimated Budget Request

Please find copy of subject document attached. Please review it and bring it with you to the annual meeting of the Executive Committee that convenes at 0900 on Sunday, August 21, 1977 in the Waldorf Room of the Hilton Hotel in Chicago, Illinois.

The following suggestions are made as a guide to understanding the budget. Exhibit A tells the whole story. It caps the other sheets which provide the figures for this Exhibit. After Exhibit A, the budget is best understood by going in succession to Schedules 3, 2, 1; and then Exhibits B, C, D and E.

Exhibit A reports that FY 1976-77 budget beginning cash is greater by \$55,403 than when estimated as FY 1975-76 ending cash. The FY 75-76 budget was estimated to be a deficit instrument because no FY 1976 - 77 project was anticipated at the time of budget presentation. The difference therefore is largely due to our subsequent acquisition of Project 16, which we are now working on, and which will end in February of 1978. Again, we anticipate no follow on project after the completion of P-16, insofar as the budget is concerned. Even so, you will note that Item (9) (C) is only \$10,346 less than Item (1) (C).

Item (3) (D) indicates that cash available in FY 1977-78 will be larger, while Item (5) (D) shows that the total budget request is significantly less than that of FY 1976-77.

Item (7) (B) indicates no deficits. Overall, Item (9) (D) indicates a reasonably balanced proposal for the coming fiscal year.

The reasons for these costs, and their effects, are itemized on Exhibit B. Since these increases in costs are reflected into Exhibits C, D and E, the excesses of gains over disbursements are lessened, and their losses accentuated.

With the training period of two important replacement personnel (Executive Director, Comptroller) completed by January 1, 1978, wages for FY 1978 - 79 should reduce under similar operating conditions.

Plans are now being made to attempt a modified operation of the BULLETIN (Exhibit D), beginning at least in 1978. We hope to reduce costs while maintaining present quality in appearance and content of the magazine. A small test of this methodology will be made in printing the new updated Operating Procedure Manual which should be ready by the Annual Conference. We are facing the realities of rapidly increasing costs, with little increase in revenue, in the production of the BULLETIN. Increases in revenue are difficult to predict. Competition is stronger. The market is drastically divided into more varied areas (CB), more sophisticated products that do not pertain to a specialized magazine such as the BULLETIN, with the result that as companies become more diversified their advertising commitments are likewise divided.

We must keep in mind that the BULLETIN is a house organ, not a general market advertising media. A prudent means to reduce costs is to treat the BULLETIN more as a house organ, and reduce our costs accordingly. Specifically, however, and notwithstanding, our mailing and handling costs are excessive. It is possible that our printing costs can be reduced. Our concern is that in striving for cost reductions we may incur losses in quality and reliability.

Several alternatives are under consideration. A decision will have to be made by mid point of this FY. The trial run on the Operating Manual production will give us some insight into its effect on quality and reliability. We will take steps to tie the results of this test into new means for mailing and handling.

This will be the last budget request made to you by the writer. It is a far cry from the time he was elected as the Association's Secretary/Treasurer when there was no budget at all. Our gains in available cash during the past five years are impressive. More importantly, our programs and activities have improved by an even greater amount.

We look forward to leaving the Association in good financial and operating condition as of December 31, 1977. We trust our services have been satisfactory. Your kind consideration, understanding and support will always be remembered.

## BOARD MINUTES OF OFFICERS MEETING

Holiday Inn, Ontario, CA

October 6, 1976

Meeting convened by President Armitage at 0900. All Board members, Executive Director McMillian, and Program Manager Kavanagh present.

There were no visitors or guests present.

Minutes of the last meeting were approved.

In a discussion of certain spectrum management matters, the following basic policy decisions were made:

- 1) The National Office draft of a position in Docket No. 20817, licensing, mailed to the Board on September 2, 1976 was approved subject to further discussion with Counsel Kittner.
- 2) The National Office draft of a position in Docket No. 20846, mobile interconnects, mailed to the Board on August 20, 1976, was approved subject to further discussion with Counsel Kittner.
- 3) In Docket No. 20909, the Board decided that it would be against the public interest for the public safety reserve frequency pools to be combined with other land mobile radio frequency reserve pools. The matter is to be discussed further with Counsel Kittner.
- 4) Regarding the LMCC Ad Hoc Coordination Committee work, the Board determined that Executive Director McMillian was to maintain the position that the land mobile radio frequency spectrum should be divided between the public safety users and other users. If and when such a position might be established and maintained in the LMCC Ad Hoc Committee deliberations, the matter of other priorities within such blocks would then be developed on a step by step basis.
- 5) The Board reviewed the Association's policy on frequency coordination - that it was rightfully the concern of the FCC - and determined to continue to stand on that policy. The Board also directed the National Office to work closely with the Commission and stated that the Association would give the Commission assistance in developing its own resources to the point that it could assume this responsibility.

The Board approved the concept of the 900 MHz project proposal that had been sent to the LEAA.

The Board gave the go ahead to survey the membership about the need for standards and specifications provided the LEAA funded the effort.

Board of Officers Meeting  
October 6, 1976  
Page 2

The Executive Director was given permission to offer the 1981 Annual Conference site to the Georgia Chapter. Note: on Friday, October 8, the Executive Director met with the Georgia Chapter during its meeting in Macon, Georgia. The Georgia Chapter voted unanimously to host the 1981 Annual Conference in Atlanta, Georgia.

The Board interviewed persons who had indicated an interest in the Executive Director's position, which will be open on January 1, 1978. Those interviewed were Mr. Bruce Karr, Mr. Charles English, and Mr. Jack Bollen. The Executive Director is to continue to process other applications.

The Board's next meeting will be in New Smyrna Beach, Florida. Travel is to occur on December 12, and the meeting will take place during December 13 through December 16, 1976. The main item of business will be the final proofing and approval of the final deliverable of Project 13-A. The Board spent most of the day discussing P-13A and other related LEAA efforts.

The Board requested the Executive Director to follow up on the University of Delaware proposal that APCO sponsor a national training seminar at that center of learning.

The Board members gave brief reports of the progress their groups of standing committees had made to date toward their work goals for this administrative year. President Armitage requested the Board members to contact their various committee chairmen more frequently in the future in order to stimulate committee activity.

The Board meeting was adjourned by President Armitage at 1700.

OCT - 7 1975

BOARD OF OFFICERS MEETING

Islander Beach Lodge

New Smyrna Beach, Florida

October 7, 1975

Board convened at 0700. All members present. McMillian present. Counsel Kittner returned to Washington, D. C.

The Board agreed with the Executive Secretary's letter to the Public Safety Communications Council which stated that certain national surveys proposed by WARC committees are not feasible.

Second Vice President McClure was appointed to work with Henry Boccella in his dedicated effort to meet reporting deadlines in the Emergency Preparedness and Disaster Committee objectives.

It was agreed that the Executive Committee and the Presidents and Secretary's manuals should be combined into one new manual. This work will start as soon as possible. President Devine is to send McMillian a current GBS binding catalog.

For the record, the Board approved as amended the final reports of Project Thirteen that had been reviewed on October 6, 1975. The reports will be presented to the LEAA during the first week in November, 1975. Members of the task groups, and the APCO chapters, will be included among those receiving complimentary sets of these reports.

McMillian was directed to respond to a report made by Mr. Wes Chupp, Chairman of the Frequency Advisory Committee.

McMillian was directed to continue his workup of Regional Conference language to be included in the ByLaws. He will work with Resolutions and ByLaws Committee Chairman Charles English in this matter.

McMillian was directed to circulate a National Conference of State Criminal Justice Planning Administrators Resolution, which proposes that the Department of Justice not continue along its present course of requiring dedicated computers for handling security sensitive information, to the Telecommunications Committee for evaluation.

McMillian was directed to contact REACT and ALERT headquarters in an effort to determine the extent of CB band use made by public safety agencies.

Don Kavanagh, Project 13 Director, arrived and made a report on the P-13 add-on that had been sent to the LEAA. No word has yet been received from LEAA in this matter, but it is believed proceeding on processing schedule. If accepted, the add-on information will be released in a near future issue of the BULLETIN.

The Executive Secretary was authorized to continue to work with Chairman English of the Resolutions and ByLaws Committee in the preparation of resolutions proposed to be presented in 1976. The proposals include clarifying election of officers procedures, facilitating the determination of a Conference Quorum, determining the qualification for applicants for Life Membership, change office of the Executive Secretary to the Office of the Executive Director, include chapter responsibilities and regional conferences.

OCT - 7 1975

The Board approved increase in selling price of APCO manuals. These prices have not been increased significantly for several years, and at present levels of cost the manuals cash flow figures may run in the red during this fiscal year.

A new order, the Twelfth Edition, for the Operator Manual was approved by the Board.

Senate Bill S. 2343 was discussed. This bill proposes to increase FCC forfeitures and lengthen the time permitted between the time of the rule violation and the time notice of the violation is issued. McMillian's first draft of an editorial on this subject was approved.

The Board was notified by President-Elect Armitage that the State of New Jersey had been awarded an SPA grant for the provision of frequency coordination services.

The Board approved making the July issue of the BULLETIN the Conference Issue, rather than the August issue which has been used for this purpose in the past. This will enable the membership to learn about the Conference details further ahead of the time of the Conference.

McMillian was instructed to continue looking into group insurance costs for national office employees and make his recommendations on or before the January Board meeting.

Meeting was adjourned at 1550.

OCT - 6 1975

BOARD OF OFFICERS MEETING

Islander Beach Lodge

New Smyrna Beach, Florida

October 6, 1975

Meeting called to order by President Frank Devine at 0700. All members of Board present. Also present were Executive Secretary McMillian and Counsel Kittner.

Minutes of the 1975 Annual Conference were reviewed and approved.

Next meeting of the Board will be January 12 - 15, 1976 in New Smyrna Beach, Florida. Officers will travel on January 11, and January 15, 1976.

McMillian was instructed to continue to evaluate costs of liability insurance for members of the Executive Committee and national office employees.

Progress with the Communications Leadership Skills program was approved. Second lot of 50 programs have been purchased. Expect over 100 programs to be sold by the first of January, 1976. Discounts for programs are 5% for lots of 5 through 9 programs, 10% for lots 10 through 14 programs, and 15% for lots of 15 or more programs.

The Board agreed to accept Management Factors as the source for personal services in future projects provided, the method of accounting is approved by the Association's CPA, no impact is made on current project funding and accounting arrangements, and Donal Kanvanagh's services are made available to the Association.

The Board studied the current contract between McMillian and the Association and agreed that certain terms needed clarifying. The Board will poll the Executive Committee for this purpose, particularly in view of salary schedules and the possibility of varying the amount of workloads on national office job positions.

The Board reviewed Mr. William Miller's recommendations for the 1977 Annual Conference hotel property. Mr. Miller's present preference is the Conrad Hilton. He will make further investigation in the matter and advise the Board of his final choice.

Annual leave policy for national office personnel was reviewed and amended. Copy of revised policy is attached to these minutes.

The final report of the 1975 Conference Committee is expected before January 1, 1976.

The 1976 Annual Conference Committee has selected August 2 - 5, 1976 as its meeting dates. The Americana Hotel has been selected as the host property.

Meeting adjourned at 0900.

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BOARD OF OFFICERS MEETING

41st Annual Conference

Washington Hilton Hotel

Washington, D. C.

August 15, 1975

President Devine convened the meeting at 2:00 PM. Those present: President Devine; President-Elect Armitage; First Vice President Campbell; Second Vice President McClure; Executive Secretary McMillian; Counsel Kittner. Raymond Derr of the Atlantic Chapter attended the meeting as an observer.

President Devine instructed the Executive Secretary to send Second Vice President McClure an Association telephone credit card, and the data and other packages needed to review the Project 13 progress at the coming September task group meeting.

President Devine reiterated the need to conserve expenses, in particular to examine the need for full Board appearance at regional meetings on an individual basis; travel less than first class unless otherwise instructed, incur when possible expense at less than the amount the daily subsistence prescribed.

Immediate Past-President Miller will remain on Project 13 Task Group One until the Project is terminated.

McMillian was authorized to continue reordering Communications Leadership Skills programs as required to meet the order demand.

McMillian was authorized to increase the ad rates for the BULLETIN up to not more than 25% at such time as he deemed it necessary, and acceptable to the advertisers.

McMillian was also requested to draft an article by means of which APCO might declare its position in the matter of recommending the use of CB radio in particular ways in which such implementation could be of use to the public safety agencies of the country.

He is also to draft a letter to Will McGibbon, wherein he expresses the Board's ideology with regard to the use of certain system design criteria and rules-of-thumb and assumptions as may be necessary to the Commission's evaluation of license applications. This draft will be submitted to the Board for its approval prior to its delivery to McGibbon, and to Bob Hajek for comment.

President Devine advised the other Board members that he would like to have progress reports on the activities of their individual classes of standing committees on November 15, 1975, January 15, April 15, and July 15, 1976.

McMillian will send copies of his Goals Speech to the members of the Administrative Research Committee as soon as possible. One measure of the importance of this is demonstrated by the possible add-on of Project 13. If APCO is to write the contents of a state-wide comprehensive law enforcement plan for a selected state, the goals should be examined and approved on or before the time of the usual March meeting of the Board.

The Executive Secretary, too, is to consider writing an editorial reply to the

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Wigginbotham (Commission) denial of the APCO request to test the concept of EMS Regional Plan Review Panels.

The Board complimented Counsel Kittner on the APCO ATIS docket comments.

President Devine is to write to IACP, thanking them for their past support, and expressing appreciation for the continuation of such recognition in the future.

The Board decided not to furnish the chapters free samples of all of the Association's publications, in view of the cost of such an effort, and because the Board was of the opinion this is the sort of activity the chapters should be normally engaged in.

The Board instructed the Executive Secretary to have the quarterly financial reports done by a qualified public accountant, and the annual financial report done by a CPA.

McMillian was instructed to amend the Constitution and ByLaws, as the result of the resolutions passed at the 41st Annual Conference, in the form of inserts where necessary, or as printed language changes where possible.

The Executive Secretary was instructed to begin writing the job position duties and qualifications for his successor in office, in view of the fact that he had advised that he desired to retire at the end of his current contract (December 31, 1977). McMillian stated he would continue to work on a limited basis after that time as might be considered desirable by the Board.

The story of the activities of the 41st Annual Conference, as published in the September, 1975 issue of the BULLETIN, are considered to be part and parcel of the minutes of these several meetings of Association official bodies.

The meeting was adjourned by President Devine at 3:45 PM.

AUG 10 1975

EXECUTIVE COMMITTEE MEETING

41st Annual Conference

Washington Hilton Hotel

Washington, D. C.

August 10, 1975

Meeting was convened by President Miller at 9:00 AM. A list of those present is attached to these minutes. President Miller declared that a quorum was present.

The agenda as written was accepted upon motion by Crutcher, seconded by McClure.

The President's Report, Executive Secretary's Report, Fiscal and Membership Report and BULLETIN Report were accepted as presented in the agenda upon motion by Devine, seconded by Blascak.

Don Kavanagh made a report on the accomplishments to date of Project 13, and discussed the ramifications of the proposed add-on to that effort as was being negotiated with LEAA. The concept of the add-on and the project report were accepted upon motion by English, seconded by Karr, with exception of a negative vote registered by Sauer.

McMillian made a report on Project 11, the open-ended training program. He stressed the merits of the new Communication Leadership Skills program, as well as the outline of the public safety telecommunicator training program. McClure spoke about the developing Illinois training program. Jack Sauer described what was being done in this area in Iowa. Joe Owings commented upon training developments in Missouri. Harold Carter stated that much had been done in Ohio. Al Blascak mentioned the type of training being done in Michigan, which included both rural and metropolitan systems.

Counsel Kittner made his report in the form of a resume of the members of the regulatory panel he will be moderating on the following Monday. He gave an outline of the objectives of the panel, and made suggestions about what topics and the type of questions the members of the Committee should be interested in.

He also opened a discussion about his retainer fee. He stated that his firm expended over 300 hours per year for the last two years, with the number now approaching 475 hours. The Committee agreed to support the Board's position that it will seek ways and means to meet the demand for an increase in retainer, and the evident way to do this is to take another look at the budget after the first of the year. At that time, the amount of possible deficit should be better known. Also, the Committee went on record as stating that all expenses should be evaluated carefully, with the need for the expenditure of other funds being scrutinized as carefully as that of the legal fees. In particular, the disbursement of funds should be made on a case by case basis, rather than the adoption of an overall policy.

All proposed resolutions were adopted unanimously; English moved and McClure seconded for adoption of Resolution No. 1. English moved and Crutcher seconded for adoption of Resolution No. 2, and English moved and McClure seconded for adoption of Resolution No. 3.

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At this point, Counsel Kittner mentioned how members of his regulatory panel were becoming aware of APCO, and of noted interest in particular of APCO actions, such as the Commission issuing a public notice which recommended the use of the APCO Aural Brevity Codes.

Upon reconvening after lunch, the Committee accepted the individual standing committee reports as entered in the agenda. Gary Luther, Assistant Editor of the BULLETIN, was recognized and welcomed.

First Vice President Armitage gave a report on the progress of the updates of the Executive Committee and Secretaries' Handbooks. He recommended that in the future they would be combined into one manual. The Committee accepted his recommendation.

The annual budget, as previously mailed to the Committee members, was unanimously approved upon motion by McClure and seconded by Blascak.

The Executive Secretary asked the members of the Executive Committee to take a more active part in their chapter functions, explaining that much of what was discussed at the Executive Committee meetings should be included in chapter programs, and that this would be made easier due to the type of agenda now being furnished to the members of the Executive Committee.

President-Elect Devine gave a blackboard talk about the structure of the 1975-76 Committees, emphasizing that the committees had been divided up into three major classes: Administrative, Planning, and Operations, with a member of the Board of Officers heading each class of committee. The Executive Committee approved the action. It was suggested that a Table of Organization, or diagram of the committee classifications, be included in the next update of the Executive Committee and Secretaries' Handbooks.

Bill Lee, President of the Land Mobile Communications Council, appeared and made a report on the activity of that organization, of which APCO is a part. Bill had just returned from a trip to Canada to discuss international telecommunication policies. He also mentioned a move by some group in Texas that was asking the FCC for certain considerations of which he felt they were not aware of the implications, such as suppression of radiation that would affect many of the existing VHF and UHF radio channels. LMCC was going to ask for an extension of this notice of rule making until more information could be obtained.

He stated that there was a likelihood of improved relations and coordination between user groups in Canada and the United States. The Canadian interests were going to look into the possibility of forming separate user groups in a manner similar to those in the United States.

McMillian was asked to summarize the legal assessment he had made of the Association's corporate structure:

- 1) The permanent offices of the Association are in Florida. The corporate charter should be moved from Indiana to Florida. The Executive Committee approved this step.
- 2) As a corporate matter, the Association's Constitution and ByLaws statement of purposes and objectives, qualifications of membership; membership dues structure; rules for filling vacancies in offices, terms in office, powers, duties, including the role of the chief paid executive (Executive

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Secretary); provisions for a Quorum; voting qualifications and procedures; fiscal and budgetary accountability, and Constitution and ByLaws amendment and dissolution procedures are all satisfactory. It was suggested that the provisions for giving notification of general and special meeting dates be made more specific. The Executive Committee approved these actions.

3) In view of the control vested in the Association by virtue of its Constitution and ByLaws, it was felt that a person who joins the Association, both as an individual member or as a member of groups chartered by the Association (Chapters), such persons, by such affiliation agree to abide by the requirements and provisions of the Association's Constitution and ByLaws. The Executive Committee agreed to these opinions.

4) The Executive Committee agreed with the opinion that the "non-voting " members of the Association (Commercial, Operator, Technician) are fairly treated in the corporate sense.

5) Certain individual, several and joint liability possibilities exist in the Executive Committee. In general, a member of that Committee must not engage in the unlawful diversion of funds of the Association, act in a manner which is self-dealing to them, commit intentional acts against the best interests of the corporation, and act so grossly negligent as to be considered willful and wanton. Should the members of the Executive Committee act in concert in carrying out unlawful, fraudulent or grossly negligent schemes, the Executive Committee members would be jointly and severely liable, except for any member who required his objection to be recorded in the minutes or who filed written objection to the action.

As may be deducted, such conditions are possible but hardly probable. However, the Executive Secretary has been instructed to look into the cost and value of a liability insurance plan which the Association can afford in order to offer members of the Executive Committee indemnification coverage.

6) Special Counsel offered the opinion that every chapter of the Association should be individually incorporated in order to provide a body having its own rights, privileges and liabilities distinct from those of its members, and because:

A) The Association would be assuming a tremendous responsibility if it should attempt to treat the chapters as departments or divisions of the national association.

B) It would be expensive to have the APCO corporation qualify to conduct its activities within the jurisdiction of every state.

7) The APCO corporation is properly qualified under Section 501(c)(6) of the IRS code, and its chapters should not attempt to claim exemptions under Section 501(c)(3) which is restricted to strictly religious, charitable and educational corporations. Should there now be any chapter qualified under IRS Section 501(c)(3) it should reexamine its claims and ascertain if they are in fact true and defensible.

8) APCO should not attempt to provide a master exemption of all chapters under the IRS code. This would involve national headquarters in a substantial amount

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of bookkeeping and paper work, and place the Association's own tax exemption in jeopardy in the event any chapter should violate the conditions of a blanket exemption.

- 9) The attorney did not see any fiscal or legal responsibilities or liabilities existing between the national organization and the chapters, other than the right of the national organization to revoke the charter of a chapter if the chapter fails to comply with the requirements of Article 1 of the Constitution. This opinion, however, does not clearly indicate the relationship that exists between the national organization and a regional conference. As is known, this issue has arisen several times. We will pursue this matter until a clear-cut opinion may be had. One of the first resolutions, for instance, is to define a regional conference; is it a consortium of individual chapters acting in an equally responsible manner in accord with a clearly stated purpose, or is it a meeting hosted by one chapter who invites the other chapters within a region to attend and take part as participants at some level outside of an agreed upon area of responsibility and liability, and how are these risks to be taken into account in a fiscally responsible manner?
- 10) At present, there does not appear to be any type of benefit to members that might constitute individual inurements.
- 11) With regard to Association activities which produce income, income related to dues, trade shows (annual meetings) publications training programs and grants would be considered income related to the purposes of the organization (tax exempt). With regard to advertising receipts (monthly journal) such income may be considered as unrelated business income to the extent that the organization realizes a profit, taking into account all expenses relating to the publication and all revenues derived from the publication. Such revenue is subject to a \$1,000 exemption. (The American Society of Association Executives made a study in this matter, and found that the IRS has never won any case predicated upon this premise.)
- 12) The fact that approximately 50% of BULLETIN paid subscriptions go to non-members does not affect the above mentioned ruling.
- 13) Charging non-members more than members for Association publications and programs does not constitute a cause for concern, so long as it is not outrageously disproportionate.
- 14) As soon as the corporation is chartered in Florida, the Association will apply for a state sales tax exemption certificate.

The Frequency Coordinators' Workshop agenda was approved. Comments from around the table indicated the growing concern of the chapters with the time and money needed to continue the coordination function. In response to a question about what would happen from the Commission's viewpoint if even one chapter found it impossible to continue the coordination function, Counsel Kittner replied that the extra duty would fall upon adjoining chapters. If the adjoining chapters found it beyond their means to take up the slack, then the Commission would look into the possibility of some other national organization doing the coordination. If no national association found it possible to perform this work, then the users would be required to go the only remaining route, that of an engineering survey and study in each instance. Obviously, it is in the user's interest that APCO continue to coordinate frequencies. This leaves us with the question of how to do this in view of increasing costs and public safety agency frugality programs. More will be written during the year about this matter.

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The agenda for the Presidents and Secretaries' Workshops was approved. Executive Secretary McMillian emphasized the need for the members of the Executive Committee to take the lead in seeing to it that each of their chapters bring their constitution and bylaws up to date and in accordance with that of the Association's Constitution and ByLaws (at the Friday session of the Presidents and Secretaries' Workshop, it was agreed that all chapter constitution and bylaws should be revised in this manner and submitted to the national office of the Association on or before July 1, 1976).

The Executive Committee voted to recommend Life Memberships for Robert E. Brooking, Arthur Sowle, and Otto Rhoades, in accord with a set of guidelines proposed by the Board, as moved by McClure, seconded by Blascak.

John Simmons, Chairman of the Nominating Committee, reported that all candidates Nate McClure, Lucky Rodenhause and Henry Crutcher, met the required qualifications for office. All were approved as such by the Executive Committee.

The Executive Committee instructed the Board to begin writing the qualifications and job duties for those who would be interested in replacing current Executive Secretary McMillian at the time of his retirement (December 31, 1977). In addition, by motion of Devine, seconded by Harmon, the Board was instructed to change the job duties as may be necessary and other language in the Association's Constitution and ByLaws in order to change the title of the Executive Secretary to that of Executive Director by the time of the New York 1976 Conference.

John Simmons issued an invitation to the Executive Committee to support his bid to the Quorum for the 1980 Annual Conference in Phoenix, Arizona.

The Board was instructed to study the merits of supporting the use of Citizen's Band emergency channel(s) as they may pertain to enhancing the work of the nation's public safety agencies.

The Executive Committee recessed at 4:10 PM.

BOARD OF OFFICERS MEETING

41st Annual Conference

Washington Hilton Hotel

Washington, D. C.

August 9, 1975

Meeting convened by President Miller at 9 AM. All members of the Board present, and the Executive Secretary and Counsel. Mr. Weldon Hale was present as a visitor and to make the Conference planning input as required. Program Manager Kavanagh present.

This meeting was essentially a pre-planning session for the next day meeting of the Executive Committee, and for the Annual Conference. As such, the following basic considerations were made:

- 1) McMillian was instructed to look into the costs and value of an Association professional liability insurance plan whose main feature would be indemnification coverage for the members of the Executive Committee, for the purpose of making financial provisions for vindication proceedings for them in event of suit, but not for the purpose of guaranteeing liability protection whether or not charges were or were not upheld.
- 2) McMillian was to explore further the fiscal and liability relationships that exist between regional conferences and the Association.
  - A) To define a regional meeting, as may be compared with a situation where a host chapter invites other chapters to attend what might or might not constitute a regional meeting.
  - B) After (A) is determined, to write a letter to each conference chairman outlining what the Association will and will not be liable for and the circumstances pertaining thereto.
- 3) As soon as the proceeds from the 41st Annual Conference are received, and an add-on project is or is not accomplished, to determine the amount of reserve funds that might be placed in higher interest bearing certificates.
- 4) In order to preserve continuity of operation in fiscal accounting under unusual circumstances, on those accounts which now require the Office Manager's single signature, to have added the name of the President, who will be empowered to draw against such an account only in the event of the unavailability of the Office Manager.

In similar vein, the President-Elect will be authorized to sign multiple signature checks in the event of the unavailability of the President. And the President to sign checks now signed by the Executive Secretary.
- 5) A new travel expense policy was approved, to take effect at the close of the 41st Annual Conference. The new travel policy is attached to these minutes.

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- 6) Don Kavanagh presented a report of Project 13, with particular emphasis made on the issues involved in contemplating an add-on to this effort. The Board approved the add-on concept paper, and made it clear that if at any time LEAA requirements indicated that the work might not be accomplished in a manner in which APCO felt was in its and the public safety communication community's best interests, the matter would have to be reconsidered by the Executive Committee.
- 7) The current draft of the Nationwide Common Frequency Guidelines was examined. It was decided that more work would have to be done on this before it might be submitted to the Commission, or to states wishing to utilize common frequency.
- 8) Counsel Kittner made amendments to a draft reply proposed to be made to Will McGibbon of the FCC regarding certain design criteria in use in the Chicago Spectrum Management Task Force. This revised draft will be submitted to the Board for review before being sent to Mr. McGibbon.
- 9) The Board approved McMillian's suggestion that the FCC's rejection of APCO's proposed EMS Review Panels be replied to in the form of an editorial which would also make it clear to the readers that their documentation of the need for such panels is needed if APCO is to go back to the Commission with added comments
- 10) The budget was approved with the reservations that while it was desirable to have the Board and the Executive Secretary attend all Regional Conferences, each such expenditure would be made in view of the prevailing economic conditions, in an attempt to better balance these requirements with others needing equal consideration.
- 11) All nominations for Life Membership were approved.

The Board adjourned at 3:30 PM.

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APCO TRAVEL POLICY

Approved by the Board

Washington, D. C.

August 9, 1975

1) Travel:

- A) Travel by means of scheduled air carrier will be made via less than first class accommodations unless otherwise previously authorized by the President, or in the event such accommodation is not available, or in the event continuous time in flight exceeds three (3) hours.
- B) Travel by train will be made by coach, except for overnight travel which will be made by roomette unless such accommodation is not available.
- C) Travel by private automobile, in addition to toll costs, will be reimbursed at the rate of 15¢ per mile. Long distance travel by this means requires previous authorization by the President.

2) Subsistence:

- A) For overnight travel, the maximum allowable actual subsistence reimbursement will be made at actual cost not to exceed fifty (\$50) per day.
- B) For travel of less than twenty-four (24) hours when no lodging is required, fourteen (\$14) will be the base rate upon which per diem will be computed. When lodging is required for such travel, the subsistence rate will apply.

3) Entertainment:

Entertainment costs may be incurred by members of the Board of Officers, and by the Executive Secretary and selected members of his staff when approved by him. Should such costs exceed the amount of fifty (\$50) during any one trip, the Executive Secretary will send one copy of such reimbursement request to the President for his information.

4) Documentation:

- A) The following is required as minimum documentation of travel reimbursement claims:
  - 1) Request for travel expense reimbursement will be properly executed on an approved APCO Travel Expense Reimbursement Form, to which will be attached actual receipts for:
    - a) lodging
    - b) common carrier
    - c) car rental

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- d) travel insurance in excess of \$10.00
- e) parking when any one charge is in excess of \$5.00
- f) registrations
- g) taxi/limousine when any one charge exceeds \$12.00
- h) any form of entertainment other than meals

2) Request for reimbursement made in accord with these requirements will be honored when submitted to the APCO National Office within thirty (30) days of the date of return to point of departure.

B) "Properly executed" is defined as, 1) identification of purpose of trip; 2) all pertinent expense categories filled in; 3) extensions carried forward; 4) date; 5) claimant's signature; 6) claimant's address, etc.



BOARD OF OFFICERS MEETING

Holiday Inn Daytona Shores

June 3 - 5, 1975

The Board met as Task Group 1 of Project 13 during June 3 - 5, 1975. With Task Group 11, the Board participated in a review of the first cut of the planning guidelines that will be one of the deliverables of the Project. This session consisted of general comprehensive comments, and then a page by page, line by line consideration of the extensive document.

On Thursday morning, while the Project staff was analyzing and reducing the suggestions made by this group, and of Task Group 111 which had met the week earlier, the Board met to consider other Association matters, as indicated by the attached agenda.

All members of the Board, and the Executive Secretary were present.

The Board examined and accepted the FY 1975 - 76 budget request offered by McMillian. He was directed to forward this budget request on to the Executive Committee at the earliest moment in order to provide that committee with as much time as possible for its consideration of the Board's recommendation.

Staffing of the FY 1975 - 76 standing committees, and their objectives, were discussed at length. President-Elect Devine is to make his decisions on the basis of this discussion, and begin to contact members regarding committee posts as soon as possible.

McMillian reported the 1975 Conference planning as being satisfactory at this time. President-Elect Devine advised that the 1976 Conference Committee would accept the modified offer of the Americana Hotel within the month. Mr. Campbell reported that Mr. Arnold Carver may not be available to chair the 1979 Conference. The Board requested Mr. Campbell to contact the President of the Northern California Chapter and advise him it would be necessary for his chapter to recommend another Active member to act as chairman of that conference, even if this meant moving the location of the conference.

The Board approved the form of the 1975 Conference opening presentation as presented in item (4) of the agenda.

The Board approved the final cut of the proposed National Public Safety Telecommunication Goals and authorized the Executive Secretary to use them in his written and spoken presentations during and after the 1975 Conference.

McMillian reported that he was ready to provide an update of the Executive Committee Handbook in the form of transferring particular pages from the Secretary's Manual and preparing for the changes that will occur after the August Conference. The Board approved the \$400.00 expenditure for printing, collating, etc.

McMillian reported that his poll of the frequency coordinators with regard to a proposed swap of Police UHF frequencies for EMS UHF frequencies indicated general agreement. Those cities now using the channels made note of the cost of changing crystals. Not enough returns are in as yet regarding the poll of border states for information about conflicts of interest which may arise from the proximity of Canadian and Mexican stations to U. S. public safety users.

The Board reaffirmed its decision to have a corporate assessment made of the Association structure and operations. McMillian will proceed with this study.

The Board agreed to support the resolution which proposes to combine certain standing committees, and the resolution which proposes to make the Commercial Ad Hoc Committee a standing committee.

The Board requested its Committee of the Board, Messrs. Armitage and Campbell, to initiate a study to determine the feasibility of changing the office of the Executive Secretary to the office of the Executive Director.

The Board reviewed the status of FCC dockets. It encouraged the Executive Secretary to continue his efforts to visit all of the FCC Commissioners as a means of providing them APCO information in these regards.

The Board agreed to recognize the CPRA request to have Bob Brooking made a Life Member. The Board will so recommend to the Executive Committee.

Project Director Kavanagh appeared before the Board at 1:30 PM and gave a briefing of the recent Task Group meetings.

The Board made the policy decisions necessary for the prompt and effective continuous progress of the project.

The meeting was adjourned by President Miller at 5 PM.

JULY 5 1975

AGENDA

APCO Board of Officers Meeting

Holiday Inn Shores, Daytona Beach, Florida

June 3 - 5, 1975

- 1) Budget recommendation
- 2) FY 1975 - 76 Committees, Objectives, decisions, action
- 3) 1975, 1976, 1979 Conference reports
- 4) Planning for 1975 Conference first morning reports:
  - a) President also cover budget, financial report, Communications Skills Project
  - b) President-Elect present FY 1975 - 76 objectives, ect.
  - c) Executive Secretary present first cut of goals
  - d) Counsel report
- 5) Executive Secretary's Goals presentation recommended as September issue editorial
- 6) Executive Committeeman Manual update. Description, approval of costs
- 7) Polls of frequency coordinators, trends report
- 8) Report on corporate assessment
- 9) Resolutions review
- 10) Regulatory review
- 11) Other

MAR 19 1975

BOARD OF OFFICERS MEETING

Woodlake Inn, Sacramento, California

Wednesday, March 19, 1975

The Board reconvened at 1530. Counsel Kittner not present. McMillian present.

The new pocket patch crests were approved. They are to be sold at \$12.00 each, which is less than \$2.00 more than cost, not including handling, etc.

Courses of action were taken to obtain plaques and certificates for awards.

Vice President Armitage reported on his massive update mailing to chapter secretaries, on March 31, 1975. He plans to combine the Secretary's Manual and the Executive Committee Handbook in order to make a more comprehensive and easier-to-keep-up-to-date book.

The Board adjourned at 1730.

MAR 17 1975

BOARD OF OFFICERS MEETING

Woodlake Inn, Sacramento, California

Monday, March 17, 1975

The Board reconvened at 0900 hours. All present, including McMillian and Kittner.

The Board directed the Executive Secretary to submit monthly reports of past 30 day activities and anticipated activities during the coming month. The Board felt that the National Office was working at such speed that events were overtaking them prior to sufficient notification.

The Executive Secretary presented a proposal in which he recommended topics to be used as a starting point in an Association project to publish a set of long range goals. The goals would identify the ultimate capabilities that should be expected in public safety communications, now and in the future. They would serve as a measure to be applied against present and future decisions, objectives, policies and regulations. They would serve to identify APCO's position in the order of things in the public safety communication community. They could be used by users, vendors, consultants, federal agencies, etc., in reviewing their own planning. In the process APCO would elevate its position in the public safety community and make its worth more visible to its membership. The Board directed McMillian to proceed with this project to the point that the Board might approve the goals and recommend them to the national Executive Committee as a matter deserving ratification by a National Conference Quorum.

McMillian presented the Board with the final check received from the 1974 Annual Conference. He had expressed the appreciation of the Association to the 1974 Committee for a job well done, and requested President Miller to write a letter to 1974 Conference Chairman Eddie Simon releasing him from his duties.

Mr. John Simmons appeared before the Board and asked for support for a nomination he had received for appointment to a public safety land mobile committee proposed to be formed within the IEEE. The Board pledged its wholehearted support. Mr. Simmons also advised he was thinking of entering a bid for the 1980 Annual National Conference to be held in Phoenix, Arizona and desired assurance of support from the National Office in certain logistical activities. Mr. Simmons was assured of that support by the Board.

McMillian advised the Board that the 1975 Conference planning was progressing satisfactorily, but that the effort was reaching several critical points. The final program should be drafted in May and the second Conference mailing made in June.

Nick Missailidis and Frank Devine have reached an agreement with the Americana Hotel for the 1976 Conference. Lt. Missailidis and Lt. Devine will meet with the 1975 Conference during its meeting in May, 1975.

The Board accepted Mr. Tom Sikora's resignation as Chairman of the 1977 Conference to be held in Chicago. Mr. William Miller volunteered to fill the vacancy. The Board accepted his offer and named Mr. Miller as the 1977 Annual Conference Chairman.

MAR 17 1975

- McMillian is to meet with Mr. Russell Robinson in Detroit as soon as possible to select hotel property for the 1978 Annual Conference.

The discussions being held between the LEAA, OTP, NCIC and NLETS regarding the future role of the NCIC and NLETS systems were reviewed.

It was agreed that President Miller and Vice President Armitage would attend the North Central Regional Conference. President Miller and President-Elect Devine would attend the East Coast Regional Conference. Project Director Kavanagh would attend both, since he has been requested to make a presentation about Project 13. McMillian would not attend any other regional conference except the East Coast Regional meeting in the event the 1975 Annual Conference Committee met there during that time.

Mr. Will McGibbon and Mrs. Sandra Haase of the FCC appeared before the Board to discuss the possibility of obtaining assistance in matters concerning the operation of the FCC Spectrum Management Center in Chicago. The Board spoke of its appreciation for these two Commission people to appear and bring them up to date, and pledged better Association support. In this regard, McMillian was directed to write to Mr. McGibbon asking him to list the specific areas in which he felt APCO could be of some value to his efforts.

The Board recessed at 1700.

MAR 16 1975

TO: The Board of Officers, Executive Committee, Presidents and Secretaries,  
Counsel

FROM: The Executive Secretary

SUBJECT: Minutes of the Board of Officers Meeting, Woodlake Inn, Sacramento,  
California, Sunday, March 16, 1975.

Meeting was convened at 0900 by President Miller. All Board members present. Counsel and Executive Secretary present.

The agenda was approved. Minutes of the last meeting were approved for the record.

McMillian reported that current trends among users indicated more of a need for system design criteria and procurement specifications, rather than for hardware specifications. The National Office is working toward meeting this need, and has submitted some unsolicited proposals to the LEAA in this matter. There is interest in the proposals, but no indications as yet that a grant application would be in order at this time.

Additional work has been done in writing out the requirements for a national operator training course. The need for such a course continues to be the number one concern of the Association members. Inquiries have been made to the OTP, LEAA and DOT. For some reason, the subject of training seems to be considerably down on the federal lists of action priorities. We have initiated our own "training" program to better educate these agencies in this matter. Some progress in being made. Federal fiscal year end budget problems will probably make any desired funding action unlikely until after June 1, 1975.

However, there is a likelihood that APCO will produce a personal communication skills learning course before August, 1975. The National Office has been working with a program learning institute toward this end. The course would teach the principles of interpersonal communication, a useful program for administrators and supervisors and for those who have ambition to learn the skills necessary to supervise people. The Board encouraged the Executive Secretary to continue with his planning and negotiation in this respect.

Project Thirteen is continuing in good shape. Milestones of achievement are being met. There is every indication that the product of this effort will meet and likely exceed the anticipated goals. First draft of the planning guidelines have been completed, and some initial computer printouts of a few states have been examined. Critical point in this project will occur in June when the Task Groups meet to review these drafts and total printouts.

All aspects of the proposed petition for a common law enforcement emergency nationwide channel were discussed with Counsel Kittner. Agreement was reached with regard to the final wording of the document. The Board authorized Counsel to immediately proceed to file the petition with the FCC.

McMillian reported on his trip to the national EMS communication meeting held in Omaha. The summary of the report indicated that progress is being made in the EMS communication effort around the country. However, there were indications of areas of confusion, as could be expected in a new radio service. While at the meeting, McMillian and Don Kavanagh, APCO Program Director, met with Bob Mason, APCO

EMS Committee Chairman, and representatives from the DHEW, DOT and AHA. The subject of discussion was the proposed letter to be sent to the FCC requesting permission for APCO to institute pilot EMS Review Panels. After three sessions of negotiations, it was agreed that all interested parties to the discussions would support the letter in order to attempt to get the FCC to take some remedial action. Thereafter, all parties would participate in working out the details in order that the intent of the pilot program would be adequately met. The Executive Secretary reported that he had received 100% support of the proposal from the Executive Committee, with significant number urging the Association to push the matter in order that their chapters might participate in the plan.

The CPRA Chapter is filing in conjunction with the Association letter, specifically asking for permission to participate in the program, and citing actual instances which could have been prevented if an EMS planning review panel had been in effect in Southern California.

IT WAS AGREED THAT IT WOULD BE HELPFUL IF THE CHAPTERS ENCOURAGED THEIR AND OTHER PUBLIC SAFETY ENTITIES TO FILE IN SUPPORT OF THE NATIONWIDE COMMON LAW ENFORCEMENT EMERGENCY FREQUENCY, AND, THE PROPOSAL TO ESTABLISH EMS PLANNING REVIEW PANELS. The details of the nationwide frequency were published in the April issue of APCO BULLETIN. The details of the EMS Review Panel proposal will be found in the May issue of the BULLETIN. Secretaries are requested to circulate this request for support among their chapter members.

Concerning the National Highway Traffic Safety Act order which proposed an EMS system planning guideline, it is the opinion of the National Office that the document has merit. The order has since been improved, and we have indicated to the DOT that the document would be useful to the EMS field and that we would like to discuss the possibility of publishing it in the APCO BULLETIN.

Counsel Kittner discussed the various pending regulatory matters now before the FCC. It was decided that APCO should participate at the land mobile working group level of the 1979 World Administrative Radio Conference activities. It has subsequently been agreed that either Don Kavanagh or someone from Counsel Kittner's office would attend these meetings, but that the National Office would be responsible for file continuity. The matter of who would attend the meetings would be affected by time, place and circumstance. Salient point, for these reasons the focus of the effort should be upon the National Office.

Messrs. Devine and McMillian are to attempt to locate the proper Canadian official with whom we might discuss some of the communication problems that develop across international boundaries, in an effort to prevent or solve some of the difficulties.

The National Office is to develop for further consideration the idea of preparing a list of consultants and vendors in the public safety communication field. The National Office is receiving an increasing number of requests for such assistance.

The Executive Secretary was directed to poll the frequency coordinators in an effort to discover the number of applications for, and the known occupancy on, the Police Radio Service experimental channels of 462.950/467.950 and 462.975/467.975. These two channels are contiguous to the eight UHF channels now allocated for EMS. The State of Florida has asked for support in its request to have these two channels reallocated to the EMS in exchange for the two current EMS channels of 460.525/465.525 and 460.550/465.550, which cannot be used in conjunction in hand held and orange boxes

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in the EMS because of frequency separation. Upon receipt of this data, the Association can evaluate the request from the State of Florida.

Regarding FCC Docket 18262, the Commission has reaffirmed its basic decision among others to allocate 40 MHz of spectrum for the development of a broadband cellular radio system in the nationwide telephone radio service. Also, 30 MHz to the land mobile safety radio services. However, some changes in concept for the use of these channels have been made. At the WSRC, Commissioner Reid stated that it was her opinion that the Commission would push for a report and order down these lines.

The Board discussed the FCC proposed requirement to have automatic identifiers in all land mobile transmitters. The Public Safety Planning Committee is addressing this question. Comments have also been received from New York City and from New Jersey. The National Office has contributed some comments. The present feeling is that the Association should protest the proposal, according to the definitive information now being developed.

The Board considered the draft of the proposed resolution from the ad hoc Commercial Advisory Committee which would have that committee included as an Association standing committee. There was not adequate language in the resolution that would clarify how this could be accomplished in a manner satisfactory to the entire Association commercial membership. Counsel Kittner was directed to word the resolution in a manner that would best satisfy this concern. The Executive Secretary commented that the ad hoc Advisory Committee had already been of significant value to him, and that if suitable wording could be found for the purpose, it could be beneficial to the Association to more formally recognize the commercial membership and better utilize their enormous resources for purposes which would benefit the entire Association.

The Executive Secretary reported on advertising trends in the BULLETIN. He is using them as one set of indicators to be used in estimating the possible attendance at the Washington Conference and the number of exhibitors who will show at that meeting. The April, 1975 issue advertising content declined from that month in the year previous. However, the May, 1975 advertising content is up from the previous period. Projections indicate that the BULLETIN advertising will be above that of the previous fiscal period. Legal action for collection of past due account purposes was approved with regard to one advertiser.

The Northern California Chapter request to have Mr. Arthur Sowle considered for Life Membership classification was reviewed by the Board. It was agreed that the Board would recommend to the next annual conference meeting of the Executive Committee that Mr. Sowle be presented in nomination to the 41st Annual Conference Quorum for this class of membership because of his having served a full term as President of this Association. It was also agreed that the Executive Secretary would request the Chairman of the Resolution and ByLaws Committee to devise a resolution which would modify the pertinent section of the ByLaws for the purpose of establishing criteria to be used in evaluating future nominations for Life Membership.

OCT 24 1974

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to A P C O*

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WILLIAM L. MILLER  
POLICE DEPARTMENT  
1121 S. STATE STREET  
CHICAGO, ILLINOIS 60605

PRESIDENT - ELECT  
FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
58-05 52ND AVENUE  
WOODSIDE, NEW YORK 11377

FIRST VICE - PRESIDENT  
ALAN L. ARMITAGE  
MONMOUTH COUNTY POLICE RADIO  
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COUNTY COMMUNICATIONS DEPT.  
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1975 NATIONAL CONFERENCE CHAIRMAN  
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1976 NATIONAL CONFERENCE CHAIRMAN  
LT. N. S. MISSAILIDIS  
NYC PD COMMUNICATIONS DIVISION  
253 LONGSTREET AVENUE  
BRONX, NEW YORK 10465

October 25, 1974

TO: The Board of Officers, Chapter  
Presidents and Secretaries  
Executive Committee

FROM: The Executive Secretary *JRM*

SUBJECT: First Quarter Financial Report

Subject document will be found attached. This report will be found to be in slightly different form, due to the impact of project funding. In this regard, it should be kept in mind that an appreciable amount of the funds shown in Exhibit D are Federal monies held in an accumulated reserve until such time as final audit may direct disposition at the end of the grant period.

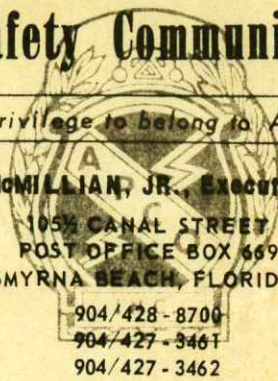
Compared with the previous 1973 first quarter audit, the Association's financial position has improved. For instance, although Exhibit B indicates an excess of disbursements over receipts, it is pointed out that during this period in 1973 the receipts from the 1973 Conference had been reported, whereas in this period the receipts from the 1974 Conference have not yet been received.

And, in regard to Exhibit C, while the D/R has increased slightly over last year, it has not increased in proportion to the additional costs authorized, i.e., part time editorial services. It will be remembered that the 1974 Executive Committee authorized added program costs in order to achieve new services and reduce reserve capital, which in effect amounts to at least temporary deficit budgeting.

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BRONX, NEW YORK 10465

September 24, 1974

TO: The Chapter Presidents & Secretaries  
FROM: The Executive Secretary *JRM*  
SUBJECT: FY 1974-75 Budget Request,  
Financial Report, etc.

Please find subject document attached.

The budget request does not anticipate new programs. However, there is a need to increase the resources of the National Office in order to provide for added needed assistance to the Board of Officers, to the Chapters, and to the development of Project Eleven - the National Operator/Dispatcher Training Project.

Page (ii) lists the details of this proposal. Page (iii) indicates fund availability for the proposal. The Board of Officers has approved both the budget and the proposal to increase National resources. It is anticipated that a grant request for Project Eleven will be made and possibly granted before the end of the budget year.

This is the first time a project of the magnitude of Project Thirteen has been included in an APCO budget request. Its impact is interesting. It should be studied closely.

DETAIL OF ADDED PROGRAM COSTS

<u>Item</u>	<u>Total</u>	<u>P-13 Eligible</u>
1) Added National Office Resources:		
a) Secretary:	6,480	2,160
Assist publications function in filing, typing, advertising accounts, orders, shipping, accounting, running office machines, handling mail, possible source for full time editorial position, general duties, possible newsletter.		
b) Office Machinery:	6,000	1,500
As outright purchase, or purchase plus lease within limit of funds estimated. Replace present copier, add duplicator with master-maker, addressographer for mailing, collator. In time, should reduce legal costs. Add more services to Board, chapters, regional and annual conferences. Release regular secretary to attend to increased duties.		
c) Added general office expense:	1,000	1,000
d) Rent:	2,000	2,000
Increase to allow lessor to adequately air-condition and heat offices. A lease-hold overhead expense.		
e) Special consultant services:	6,000	6,000
An overhead professional services cost, to plan for added programs, in particular P-11.		
f) Travel for consultant:	1,000	1,000
Grand total	22,480	13,660
Recoverable from P-13	7,376	
Net annual cost	15,104	
Subsequent annual recurring costs	9,500	

DETAIL OF OTHER POSSIBLE PROGRAM COSTS AVAILABILITY

- |     |  |        |        |
|-----|--|--------|--------|
| 1)  | Anticipated FY 74-75 reserve fund (A)  |        | 42,831 |
| 2)  | Allow for variation  |        | 8,445  |
| 3)  | Net conservative reserve fund  |        | 34,000 |
| 4)  | Commit 50% to other programs   | 17,000 |        |
| 5)  | Retained reserve   |        | 17,000 |
| 6)  | If projects terminate, proposed costs of regular staff salary at FY 74-75 rates = 39,000. Less 26,000 paid at old rate - net added cost of 13,000. This is offset by (5) above.  |        |        |
| 7)  | The annual rate of increase in the reserve fund over the FY 72-73 to FY 74-75 period averages 25%. It can be safely estimated to amount to an annual increase of 9,000. The effect, for example, if the 17,000 is spent on other programs, is that the total Cash Balance for July, 1975 (BJ) would be reduced from the anticipated 77,549 to 60,549. This, added to the anticipated average increase of 9,000 would make the following FY cash balance (A) amount to 69,549; a net reduction of 8,000 or 10%. |        |        |
| 8)  | The gross effect would be to authorize a 10% per year reduction in the annual mandatory reserve.   |        |        |
| 9)  | Conversely, if less than 9,000 per year is authorized, the reserve would continue to increase, but at a reduced rate.  |        |        |
| 10) | Annual recurring costs are identified in attached Detail 1.  |        |        |

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(1) Description	(2) FY	Actual(3) FY 73-74	(4) Requested FY 73-74	(5) Notes
Cash Balance - Jul 1 (A)	-	70,216	56,866	Column (3) represents
Less: Mandatory Reserve (B)	-	(31,832)	(27,667)	"Actual" figures projected
Unencumbered Cash Bal.-Jul 1 (C)	-	38,384	29,199	forward from end
Add: Receipts (D)	-	159,161	138,335	of FY 73-74 third quarter.
Total Funds Available (E)	-	197,545	167,534	
Less: Salaries (F)	-	28,959	36,320	Column (4) represents
Travel (G)	-	11,266	14,001	the FY - 73 budget as
Expenses (H)	-	111,476	82,440	approved in Kansas City, 1973
Capital Outlay (I)	-	2,681	1,979	
Unencumbered Cash Bal.-Jul 30(J)	-	43,163	32,794	Column (4) estimated
		(74,995)	(60,461)	138,335 in revenue, 134,740
Receipts:	Actual	Estimated	Anticipated	All Sources
Dues (K)		46,272	44,635	in disbursements or 3,595
Conferences (L)		32,195	30,000	R/D for 3% gain
Publications (M)		56,292	55,000	
Reimbursements (N)		16,932	-0-	Column (3) shows 159,161
Fees (O)		-0-	-0-	in revenue, 154,161 in
Contributions (P)		5,970	7,200	disbursements, or 4,779
Other (Q)		1,500	1,500	R/D for 3% gain
Total Revenue (R)		159,161	138,335	

(1) Description	(2) FY 72-73	(3) Est. FY 73-74	(4) Requested FY 74-75	(5) Notes
Cash Balance - Jul 1 (A)	52,617	70,216	74,995	(BJ) 7%
Less: Mandatory Reserve (B)	(27,595)	(31,832)	(42,831)	35%
Unencumbered Cash Bal.-Jul 1 (C)	25,022	38,384	32,164	(16%)
Add: Receipts (D)	137,976	159,161	214,157	35%
Total Funds Available (E)	162,998	197,545	246,321	25%
Less: Salaries (F)	34,277	28,959	55,989	93%
Travel (G)	18,342	11,266	20,424	81%
Expenses (H)	77,992	111,476	131,340	18%
Capital Outlay (I)	3,116	2,681	3,850	44%
Unencumbered Cash Bal.-Jul 30 (J)	29,271	43,163	34,718	(19%)
(BJ)	(56,866)	(74,995)	(77,549)	3%
Receipts:	Actual	Estimated	Anticipated	All Sources
Dues (K)	41,394	46,272	48,000	4%
Conferences (L)	36,572	32,195	27,000	(16%)
Publications (M)	53,762	56,292	58,000	3%
Reimbursements (N)	-0-	16,932	74,257	439%
Fees (O)	-0-	-0-	-0-	-0-
Contributions (P)	4,200	5,970	5,200	(13%)
Other (Q)	2,048	1,500	1,700	13%
Total Revenue (R)	137,976	159,161	214,157	35%

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Receipts estimated at 214,157, disbursements at 211,603 or 2,554 R/D for 1% gain  
(2)

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(1) Detail	(2) FY 72-73 Operating Funds	(3) FY 73-74 Est. Operating Funds	(4) FY 74-75 Req. Operating Funds	Amount Requested over (under) FY 73-74 Est. Expenditures		Verification Figures
				(5) Amount	(6) Percent	
Salaries	34,277	28,959	55,989	27,030	93%	119,225
Travel	18,342	11,266	20,424	9,158	81%	50,032
Expense	77,992	111,476	131,340	19,864	18%	320,808
Capital Outlay	3,116	2,681	3,850	1,169	44%	9,647
<b>Totals</b>	<b>133,727</b>	<b>154,382</b>	<b>211,603</b>	<b>57,221</b>	<b>37%</b>	<b>499,712</b>

Remarks: FY 74-75:

Regular APCO staff FY 74-75 salaries = -----  
 Regular APCO staff FY 73-74 salaries extended into FY 74-75 = -----  
 Difference = -----  
 Less P-13 direct and indirect costs recovered = -----  
 Net cost to APCO, FY 74-75 = -----  
 Recoverable from P-13 = -----  
 Recoverable from P-13 = -----  
FY 73-74:  
 20% down from estimate. See codes 13, 14 of Schedule B-II-c. Includes 2 mos. of P-13 personnel  
 20% down from estimate. Eleven fewer trips. ✓  
 54% up from estimate. Mostly due to code change as above.  
 35% up from estimate. Mostly due to P-13 gearing up.

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(1) Position Code	(2) Position Title	(3) F.T.E.	(4) Mos. Employ	(5) Salary	(6) Notes
A. 001	Executive Secretary	1	12	19,065	Denotes salary increase
A. 002	Office Manager/Comptroller	1	12	7,380	Denotes salary increase
A. 003	Publications Manager	-0-	-0-	-0-	Included in schedule B-II-c, Code 14
A. 004	Program Manager	1	12	17,344	New position, P-13
A. 005	Project Director	-0-	-0-	-0-	As above
A. 006	Secretary	1	12	6,150	Regular secretary
A. 007	Secretary	1	12	6,050	New position, P-13
A. 008	Secretary	-0-	-0-	-0-	-0-
A. 009	Janitor/Messenger	-0-	-0-	-0-	-0-
Commissions		-	-	-	See below
Bonus		-0-	-0-	-0-	See below
Other		-0-	-0-	-0-	See below
Totals		5	-	55,989	

Remarks: Project position costs 100% recovered in Schedule B-I, Code N, \$10,127 of increase in Codes A.001, A.002 and A.006 also recovered in Schedule B-I, Code N.  
 Net costs of salary increases - \$(763) to APCO. See Attachment A.  
 Executive Secretary's 1% commission not taken in view of salary increase. Bonus for possible future P-13 allowable.

(1) Activity	(2) FY 72-73		(3) FY 73-74		(4) FY 74-75		(5) Remarks FY
	Trips	Cost	Trips	Cost	Trips	Cost	
Executive Secretary	14	4,354	9	3,589	10	4,000	Anticipated N & R (Necessary & Regular)
President	18	5,598	13	4,181	13	5,200	Anticipated N & R
President-Elect	12	3,732	4	769	6	1,500	Anticipated N & R
Vice Presidents	6	1,866	2	569	3	1,000	-
	5	1,555	2	526	3	1,000	
Pre-Conference	1	311	1	356	1	400	1976 Annual Conference Chairman
Project Programs	-0-	-0-	-0-	-0-	-	6,000	P-13 overrun
Committee Programs	-0-	-0-	1	552	1	600	LMCC, PSCC, Microwave Council
Other	-0-	-0-	2	724	1	724	Msc.
<b>Totals</b>	<b>56</b>	<b>17,416</b>	<b>34</b>	<b>11,266</b>	<b>38</b>	<b>20,424</b>	<b>Up 81%</b>

Remarks: 65% of increase due to non-recoverable cost of anticipated overrun due to P-13 Task Groups (difference between government rate and anticipated actual cost). Net increase - 16%, some relating to new project travel. Direct project travel not included; could reduce this cost by 5 trips - \$1,300 by combining Project meetings with Board meetings. Travel costs of \$5,038 paid in FY 73-74 by Projects 13, 14 and 15 would have shown a FY 73-74 travel cost total of \$16,304.

(1) Code Number	(2) Object Classification	(3) Actual Previous FY 72-73	(4) Estimated Current FY 73-74	(5) Requested New FY 74-75	(6) Requested Over - Under	(7) Notes
1	Rent	944	1,650	2,000	350	Anticipated increase
2	Taxes/cost of salaries	916	2,600	4,400	1,800	Anticipated increase, P-13
3	Communications	5,406	6,058	8,000	1,942	Anticipated increase, P-13
4	Utilities	371	430	640	210	P-13
5	Postage, Mailing & Handling	5,143	6,106	7,000	894	Bulletin expense
6	Dues, Assessments, Subscriptions, etc.	9,313	10,097	11,000	903	N & R (Necessary & Regular)
7	Insurance	1,085	1,132	1,200	68	N & R
8	Printing	40,814	38,938	43,000	4,062	Anticipated increase - Bulletin expense
9	Awards & Recognitions	451	1,253	1,000	(253)	2 billings during FY 73-74
10	Advances	-0-	827	1,000	173	Conference Chairman, President, N & R (3650 to Atlantic Chapter) 3,168 to Missouri Chapter. Anticipated increase N & R
11	Conference & Meeting Expenses	6,877	5,700	6,000	300	N & R, P-13
12	Office Expenses	-0-	3,491	6,000	2,509	Includes IACP contribution - Anticipated reduction in project work. Was on Sched. B-II
13	Legal Services	-0-	18,731	18,000	(731)	Was on Schedule B-II-a CPA, Bulletin services
14	CPA/Professional Services	-0-	6,917	12,000	5,083	
15	Depreciation	-0-	-0-	1,500	1,500	
16	Repairs/Maintenance	-0-	600	600	-0-	
17	Other	5,758	6,946	8,000	1,054	N & R
	TOTAL	77,078	111,476	131,340	19,864	Up 18%

Remarks: Codes have been modified in order to more accurately identify overhead. Others, such as entertainment, vacation and sick leave, etc. are proposed to be developed. P-13 impact detailed on attached explanation.

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(1) Object Code	(2) Object Description	(3) Actual Previous FY 72-73	(4) Estimated Current FY 73-74	(5) Requested FY 74-75	(6) Requested Over - Under	(7) Remarks
100	Typewriters	725	497	-0-	(497)	-
200	Calculators	291	148	-0-	(148)	-
300	Copiers and Duplicators	579	633	750	117	Regular payments
400	Desks and Tables	390	320	500	180	For Editor, N & R
500	Chairs and Lounges	416	99	200	101	For Editor, N & R
600	Heaters and Coolers	-0-	328	450	122	For Editor - replacement
700	Cabinets and Files	257	86	150	64	N & R
800	Stampers, Openers, Sealers	-0-	-0-	-0-	-0-	-0-
900	Dictation & Record Machines	270	-0-	-0-	-0-	-0-
1000	Addressing Machines	-0-	-0-	-0-	-0-	-0-
1100	Other	135	409	500	91	N & R
1200	Other (Improvements)	53	161	1,300	1,139	Office carpets
	TOTAL	3,116	2,681	3,850	1,169	Up 44%

No project impact (7)

APCO OPERATING BUDGET AND ITS SPECIAL ACCOUNTS INTERFACE

1) Regular Operating Budget:

A) A fiscal instrument that anticipates normal and regular revenue and disbursements over a given period of time in terms of line object items:

(1) Revenue: that income historically generated from regularly identified sources:

- (A) Dues
- (B) Conferences
- (C) Publications
- (D) Reimbursements
- (E) Fees
- (F) Contributions
- (G) Other

which is accrued for the achievement of the normal objectives of the Association and thereby supports related costs which may be levied against its regular funds:

- (a) General
- (b) Publications

(2) Disbursements: those categories of costs which are eligible to be levied against the regular funds of the Association:

- (A) Salaries
- (B) Travel
- (C) Expenses
- (D) Capital Outlay

2) Special Accounts:

A) Those APCO systems of accounting, each of which are maintained separately from, but concurrently with the Association's Regular Operating Budget. These separate accounting systems anticipate special obligated revenues and disbursements over a specified contractual period of time which may or may not coincide with the accounting period of the Regular Operating Budget.

- (1) Revenue: those categories of funds generated from contractual sources, the line object items of which may include but not necessarily be limited to:
  - (A) Salaries
  - (B) Professional services other than APCO
  - (C) Travel
  - (D) Office Equipment
  - (E) Supplies and expenses
- (2) Disbursements: those specific expenses incurred by the achievement of contractual deliverables. These categories of direct costs are divided between those pass-through items of expense which (A) do not reimburse APCO for salaried manpower services, and (B) those which do reimburse APCO for such manpower and for added overhead expense:
  - (A) Direct pass-through expense categories:
    - (1) Professional services
    - (2) Travel
    - (3) Office equipment
    - (4) Supplies
  - (B) Manpower and overhead expense categories:
    - (1) Salaries
    - (2) Indirect at an approved overhead rate

3) Interface:

- A) That portion of Special Accounts funded activities which reflect into the Association's Regular Operating Budget:
  - (1) Revenue: Items (B) 1 and 2 of Special Accounts Disbursements
  - (2) Disbursements: as in (1) above
  - (3) These Special Accounts items are incorporated within the APCO Regular Operating Budget under Revenue Item (D) Reimbursements, and under Disbursements Items (A) Salaries and (C) Expense

- 4) Operating Budget/Special Accounts Summary: an informative instrument which depicts the overall cash flow handled by the Association during a budget period.

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5) The following detail exhibits the computations which support the P-13 fiscal inputs into the Regular Operating Budget as indicated in (3) above, computed at a 54% overhead rate, rather than the approved 155% rate. The LEAA draw-downs will be made at the 155% overhead rate, but the disbursements will be made at the 54% rate in order to assure a conservative financial posture. The 54% P-13 overhead disbursements, plus its direct salary costs, constitute part of the Regular Operating Budget Reimbursement Code N in Schedule B-I:

Schedule B-II-c Detail of Expenses

<u>Total</u>	<u>P-13 Overhead Eligible</u>	<u>P-13 Impact</u>
131,340	41,140	6,167

Schedule B-II-b Detail of Travel

20,424	14,424	6,000 (non recoverable)
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Schedule B-II-a Detail of Salaries

55,989	55,989	33,368
--------	--------	--------

- a) Project Director 17,343 100% direct
- b) Project Secretary 6,050 100% direct
- c) Executive Secretary 3,813 10% direct
- d) Comptroller 3,690 50% direct

30,896

- e) Plus 8% cost of wages 2,472

Total 33,368

Regular Staff	FY 74-75	FY 73-74
Executive Secretary	19,065	12,300
Comptroller	7,380	5,130
Secretary	<u>6,150</u>	<u>4,200</u>
	32,595	21,630
Extended FY 74-75		<u>541</u>
		22,630
Difference	10,424	
Less P-13	<u>8,103</u>	(c + d + portion of e)
Difference	2,321	
Indirect	<u>3,084</u>	(see summary)
Net APCO cost	(763)	

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Summary:

<u>Category</u>	<u>Amount</u>	<u>P-13 Reimbursable</u>
Expense	41,144	22,216
Travel	14,424	7,789
Indirect Salaries	<u>5,712</u>	<u>3,084</u>
	61,276	33,089
Direct salaries reimbursable from P-13		<u>33,368</u>
Total reimbursable from P-13		66,457
P-14 reimbursable		5,000
P-15 reimbrusable		<u>2,800</u>
Total reimbursable (code N, Schedule B-I)		74,257
 <u>Total P-13 Impact:</u>		
Travel overrun	6,000	
Expense increase	<u>6,167</u>	
Total overhead increase	12,167	
Salaries	<u>23,393</u> (a + b + portion of e)	
Total all increase	35,560	<u>35,560</u>
Net realizable at 54% disbursement factor (all reimbursements)		38,697 (included in code N, Schedule B-

(1) Description	(2) FY	(3) Est. FY	(4) Requested FY	(5) Notes
Cash Balance - Jul 1 (A)	-	-	74,995	Not affected
Less: Mandatory Reserve (B)	-	-	(42,891)	Not affected
Unencumbered Cash Bal.-Jul 1 (C)	-	-	32,104	Not affected
Add: Receipts (D)	-	-	529,801	Item R
Total Funds Available (E)	-	-	561,905	Total budget responsibility
Less: Salaries (F)	-	-	-	Not affected
Travel (G)	-	-	67,918	P-13 TG's added pass-through
Expenses (H)	-	-	397,637	P-13 consultants, etc., added pass-through
Capital Outlay (I)	-	-	5,713	P-13 added pass through
Unencumbered Cash Bal.-Jul 30 (J)	-	-	-	Not affected
<b>Receipts:</b>				
	Actual	Estimated	Anticipated	All Sources
Dues (K)	-	-	48,000	Not affected
Conferences (L)	-	-	27,000	Not affected
Publications (M)	-	-	58,000	Not affected
Reimbursements (N)	-	-	389,901	P-13 at approved O H rate, plus pass through costs
Fees (O)	-	-	-0-	Not affected
Contributions (P)	-	-	5,200	Not affected
Other (Q)	-	-	1,700	Not affected
Total Revenue (R)	-	-	529,801	

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# Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to A P C O

PRESIDENT  
WILLIAM L. MILLER  
POLICE DEPARTMENT  
1121 S. STATE STREET  
CHICAGO, ILLINOIS 60605

PRESIDENT - ELECT  
FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
58-05 52ND AVENUE  
WOODSIDE, NEW YORK 11377

FIRST VICE - PRESIDENT  
ALAN L. ARMITAGE  
MONMOUTH COUNTY POLICE RADIO  
POST OFFICE BOX 303  
DUTCH LANE ROAD  
FREEHOLD, NEW JERSEY 07728

J. RHETT MONTAGNA JR., Executive Secretary

105 ANNUAL STREET  
POST OFFICE BOX 369  
NEW SMYRNA BEACH, FLORIDA 32069

904/428-8704  
904/427-3461  
904/427-3462

SECOND VICE - PRESIDENT  
JERRY CAMPBELL  
COUNTY COMMUNICATIONS DEPT.  
104 WEST 4TH STREET  
SAN BERNARDINO, CALIFORNIA 92415  
1975 NATIONAL CONFERENCE CHAIRMAN  
ROBERT O. MYERS  
POST OFFICE BOX 7796  
WASHINGTON, D.C. 20044

1976 NATIONAL CONFERENCE CHAIRMAN  
LT. N. S. MISSAILIDIS  
NYC PD COMMUNICATIONS DIVISION  
253 LONGSTREET AVENUE  
BRONX, NEW YORK 10465

September 24, 1974

TO: The Executive Committeemen,  
Chapter Presidents & Secretaries

FROM: The Executive Secretary *J.R.M.*

SUBJECT: Minutes of the 40th Annual  
Conference

Attached please find the approved minutes of the subject Board meetings, Executive Committee meetings and Presidents and Secretaries meeting.

TO: The Board of Officers, Executive Committee, Presidents and Secretaries,  
Counsel

FROM: The Executive Secretary

SUBJECT: Minutes of the Board of Officers Meeting, Town and County Hotel, San  
Diego, California, Friday, August 16, 1974

President Miller convened the meeting at 1:30 PM. All Board members, Counsel, Executive Secretary present.

The Atlantic Chapter was given permission to use the APCO Logos for name badges for its members.

Devine and Armitage are to furnish written lists of the members who are to aid them in the continuing development of their respective Annual Conference and Secretaries Manuals.

McMillian is to provide a timetable for the development of Project Thirteen as soon as progress meetings, dates and places are decided upon. Project Thirteen Director Kavanagh is now working on this matter.

The Board moved to continue the current per diem rate of \$37.50. APCO per diem forms are to be used for this purpose. Reimbursement will be made at the per diem rate. Any costs in excess of this computed amount are to be documented. If excess costs are anticipated, the President or Executive Secretary is to be notified in advance; or, the Executive Secretary is to use his best judgement and if necessary bring the matter to the attention of the President before reimbursements are made. These provisions are considered necessary, particularly in view of the IRS regulations, and the cost of overhead rates which must be shown when applying for new grants, etc.

Armitage is to develop a new phone call log which will include the names of the parties called. He will submit this new form to the Board for approval before it is put in use.

The Board unanimously agreed to increase the petty cash fund of the National Office to \$5,000.

It was decided to delay further development of the equipment specifications project until pertinent input could be obtained from the data developed by Project Thirteen.

Lloyd French is to work toward the development of an Ad Hoc Commercial Committee. French is to suggest the names of members for this committee, along with recommended matters for it consider.

It was unanimously agreed that the results of Project Fourteen are official. Old Operating Manuals and Ten Signal Code Cards are now out of stock at the National Office. Only the new Signal Cards and Operating Manuals will be provided.

President Miller stated that the suggested numbering of EMS channels would be

Minutes of the Board of Officers Meeting(cont.)  
August 16, 1974

addressed by Hajek's Committee, by Counsel, and as may be otherwise accomplished by the EMS Committee, etc. EMS Committee names have to be revised as a result of the new C and B. Need for coordination of frequencies in the EMS will also be addressed. Jerry Campbell is to develop the idea of an EMS Committee composed of regional "deputies" and submit his findings to the Board for review.

McMillian is to draft a letter for President Miller for the purpose of APCO asking the Bureau of Standards to look into the matter of safety standards in communications equipment. It was also decided to discover how far the Occupational Safety and Health Act intends to go in the field of public safety communications safety.

President Miller said he would have Tom Sikora continue the development of the Regional Conference Rules and submit the findings to the Board for review. He also stated that the Annual Conference, Secretaries, and Executive Committee Manuals and Handbooks would be kept updated.

It was agreed that the expense incurred by the Board and staff during the time of the Annual Conference would continue to be a Conference expense. These costs would be deducted prior to time of computing host chapter commission on net proceeds from such conferences. Travel to and from conferences is to continue to be entered as Board and staff meeting expense, not related to Conference expense.

The meeting was adjourned by President Miller at 4 PM.

TO: The Board of Officers, Executive Committee, Presidents and Secretaries,  
Counsel

FROM: The Executive Secretary

SUBJECT: Minutes of the Presidents and Secretaries Meeting, Town and Country  
Hotel, San Diego, California, Friday, August 16, 1974

President Miller called the meeting to order at 8:30 AM. Thirty-five Chapter Officials, and six members of the Board and National Office Staff were in attendance.

Charles English, Chairman of the Resolutions and ByLaws Committee, explained the meaning of the Association's new Constitution and ByLaws section by section. He will rewrite Resolution No. 1 as amended by the Conference Quorum and submit it to the Executive Secretary, who will have it published in a future issue of the BULLETIN in order for the entire membership to be fully informed.

English spoke of the dues change, which takes effect on November 15th, 1974. Half year dues are approved for new members only in August of each year. He mentioned that the proposal for a Commercial Technician class of membership had not been approved by the Quorum. EMS personnel are now eligible for membership in accordance with the original language in Resolution No. 1. The Supporting Membership had been approved as amended; the effect is a reduction in Commercial Membership dues when application is made in initial groups of two applicants.

He reminded the group of the necessity for all Chapter C and B's to be written in accordance with the basic requirements of the new Association C and B. All classes of membership in all chapters are required to be the same. He mentioned the clarification of Multiple Membership category. A new Retired membership card will be supplied from the National Office. The Governmental Membership category can now earn dues discount as does the Supporting Membership category. A suggestion to develop a "model" chapter C and B will be taken under consideration as an assistance to the chapters and for new chapter applicant groups.

It was suggested by some of the group that perhaps the national Nominating Committee might better be structured in accordance with the Regional Conference geographical alignments, rather than as now written in the C and B.

McMillian stated that the subscription rate for the BULLETIN may have to be increased in order to meet rising costs of publication.

The group agreed for the need for individual chapter dues to be reported annually, and at any other time when changes are made in Chapter dues rates. The definition of "delinquent members" as is now written in the new C and B was addressed by Chairman English.

Jerry Campbell spoke about the questionnaire he had sent out during the year to the chapters. He had received 23 returns from the questionnaire. He spoke to the discontinuity in comments made by officials for the same chapters

Minutes of the Presidents and Secretaries Meeting(cont.)  
August 16, 1974

First Vice President Armitage spoke on the subject of the new Secretaries Manual. It was agreed that this will provide a useful tool to the Chapters. It will be distributed from the National Office to the Chapter Secretaries who were not in attendance at the Conference. Armitage stated that he needed assistance in the continuing development of the Manual, which will soon include information in nearly all areas of operation of the Association. He received several offers of assistance from those present at the meeting.

The group unanimously agreed that the meeting had been successful, and should be held at every Annual Conference. Meeting adjourned at 12 noon.

PRESIDENTS AND SECRETARIES IN ATTENDANCE

1. Alan L. Armitage	National	1st Vice President
2. Jerry Campbell	CPRA	Secretary
3. Roger Harmon	Arizona	President
4. Joe Bedard	Arizona	Secretary
5. Harold D. Carter	Ohio	Executive Committee
6. Vivian McMillian	National	
7. Dave Crockett	CPRA	Treasurer
8. G. K. Burton	North. Calif.	Secretary
9. Joe Owings	Missouri	President
10. Russell Robinson	Michigan	
11. Carol Odell	New Mexico	Secretary/Treasurer
12. Vern French	North. Calif.	President
13. Harold Rodenhausen	Mid-Eastern	President
14. Edwin Utz	Mid-Eastern	President-Elect
15. Zelma Schnake	Mid-Eastern	Secretary/Treasurer
16. William L. Miller	National	President
17. Felix Atwood	Kentucky	President
18. Nate McClure	Illinois	President
19. Don Griffin	CPRA	President
20. Jack Sauer	Iowa	Secretary/Treasurer
21. Don Fox	Florida	President
22. C. L. Bleakney	Texas	President
23. Bob Leo	Montana	Secretary/Treasurer
24. J. Hamilton	Atlantic	President
25. Steve Fuller	Atlantic	Secretary/Treasurer
26. Richard Roley	Georgia	President
27. Chuck English	North Carolina	Secretary
28. Cliff Link	North Carolina	President
29. Jean Brownfield	Idaho	Secretary
30. Earl J. Spenard Jr.	Colo/Wyo	President
31. Robert J. Hajek	Illinois	Secretary/Treasurer
32. Frank Devine	National	President-Elect
33. William H. Michael	Illinois	Executive Committee

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TO: The Board of Officers, Executive Committee, Presidents and Secretaries,  
Counsel

FROM: The Executive Secretary

SUBJECT: Minutes of the Executive Committee Meeting, Town and Country Hotel, San  
Diego, California, August 11, 1974

The meeting was convened by President Simmons at 9:00 AM. The agenda was unan-  
imously approved. A list of those attending the meeting is attached.

President Simmons welcomed the Committee and explained the purpose of the new  
Executive Committee Handbook, which was gratefully received. He also reviewed the  
duties and responsibilities of the Executive Committee. Introductions of members of  
the Executive Committee were individually made.

President Simmons announced a 20% increase in membership. He also assured  
the Committee that the financial condition of the Association was sound and that the  
projects were faring well.

Executive Secretary McMillian made his report, prefaced by comments which will  
to a large extent be found on the editorial page of the September issue of the BULLETIN.  
He stressed the need for guidance by the Committee, and for its need to establish goals  
and objectives which were more consistent with current telecommunication trends. He  
stated that the Association level was seemingly forging ahead of the progress of the  
average Chapter and that certain proposals in the new C and B would aid in rectifying  
these matters. He thanked the Board for its attention to his needs, and expressed the  
hope that his past and future services to the Association would be looked upon favor-  
ably by the Committee and the Chapters. McMillian also pointed out and commented on  
his several reports which were included in the Handbook, and advised that copies of the  
Handbook would be sent out to those members of the Committee who were not present at  
the meeting. He expressed his appreciation to President Simmons for devising the Ex-  
ecutive Committee Handbook and stated that it would be a very useful tool by means of  
which the Board could keep the Committee better informed during the coming year.

The Board unanimously approved the fiscal budget and other reports which were  
submitted by the Executive Secretary.

Project Director Don Kavanagh made a report on Project Thirteen - the study of  
telecommunications planning in the 50 states and the District of Columbia. Don gave  
a detailed report of the step-by-step planning of the project which is now at the point  
of being ready for contract signature between LEAA and the Administration during the  
40th Annual Conference. He explained the complexity of the project tasks, and stated  
that he looked forward to the full cooperation of the Chapters and their members as the  
work progressed. More information about the project will be published in the BULLETIN  
during the coming year.

President Simmons advised the Committee that it would be reconvened at 11:30  
Wednesday morning for the purpose of partaking in the ceremonies connected with the  
signing of the Project Thirteen contract between he and Mr. Velde of LEAA.

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President-Elect Miller gave an account of the Board meeting in Phoenix when it met in session as the Source Selection Board of Project Thirteen. He spoke of the voluminous amount of material that had to be read and evaluated, and that the Board was of the opinion that it had properly addressed the issues in a manner which would reflect credit upon the Association.

Counsel Kittner made his report in a manner which would not duplicate the information which would be provided by the FCC panel during the regular program. He spoke of his admiration of the Association in terms of its members who were so evidently dedicated to furthering the competence of the land mobile radio field in the public safety services. He gave background information about the immense amount of work which had been accomplished by the Board and the Resolutions and ByLaws Committee in writing the new proposed Association Constitution and ByLaws. He briefly mentioned some of the matters pertaining to the EMS activities and the future impact of other FCC planning.

Counsel Kittner also mentioned matters developing under the Docket 18261 rulings, such as its accent on central dispatching, trunked systems, and new types of equipment which would be necessary to implement those systems. He spoke to the new microwave services proposals, and the proposal for a "common" land mobile radio service function within the FCC. He spoke of the need for APCO to become acquainted with the new FCC Commissioners, and to renew contacts with those who were remaining on the Commission. He asked that Committee members give thought to the Monday afternoon FCC panel, and expressed the hope that many questions would be asked from the floor of the Conference during that period in the program.

President Simmons advised that we now also have the services of Jim Cooke, another partner in the firm of McKenna, Wilkinson, Kittner and Cooke.

President Simmons next explained the importance of the resolutions proposed for adoption during the Quorum business session on Thursday, and again advised the Committee about the enormous amount of work done in this regard by the Board, Counsel, Chairman English of the Resolutions and ByLaws Committee, and the Executive Secretary. President Simmons then turned the meeting over to Chairman English for discussion, who gave a detailed explanation of the issues. Mr. English recommended that Resolution No. 1 be acted upon first, and then the remainder of the resolutions be considered as amendments to that first resolution.

In order to get the discussion before the Committee, President Simmons entertained a motion for the adoption of Resolution No. 1. Devine moved for adoption, seconded by McAndrew. The Committee unanimously recommended adoption of Resolution No. 1.

Resolution No. 2: Motion to recommend by English, seconded by Blascak. Unanimous approval by the Committee.

Resolution No. 3: Moved for adoption by Leo, seconded by Owings. Leo moved to amend by deletion of the middle sentence in the resolved section of the resolution, seconded by McClure. Motion carried. Harmon moved adoption as amended, seconded by Owings. Motion to recommend as amended carried.

Resolution No. 4: Motion to disapprove in view of fact that Resolution No. 1 had been approved, made by Sowle, with understanding that if Resolution No. 1 fails on the floor of the Quorum, then Resolution No. 4 would be recommended for approval. Seconded by McClure. Motion unanimously approved by the Committee.

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Resolution No. 5: Moved by English to approve, seconded by Rollins. Approved unanimously.

Resolution No. 6: Motion to approve by McClure, seconded by Campbell. Motion approved unanimously.

Resolution No. 7: Fuller moved to approve provided the language of the resolution was amended to limit eligibility of those dispatched in wide-area systems related to the pertinent FCC rules in the Medical Communication Service. Proposal to amend seconded by Campbell. McAndrew moved to approve the resolution as amended. Seconded by McClure. Motion approved by Committee.

Resolution No. 8: Motion to approve by Blascak, seconded by Owings. Motion approved by the Committee.

Committee recessed at 11:47 for lunch. Committee reconvened at 1 PM.

President Simmons reported that advance information indicated a record-breaking number of persons would be attending the 40th Annual Conference. He projected 900 people would register by Monday morning, with a record number of ladies and children attending. The Committee complimented President Simmons and Eddie Simon for their work in planning for the Conference.

Resolution No. 9: McClure moved for approval provided only the second paragraph of the resolved portion of the resolution was that to be acted upon, since the remainder of that portion could amount to inadvertent conflict or duplication of present language of approved Resolution No. 1. Seconded by Campbell. Unanimously approved by the Committee.

Resolution No. 10: Rollins moved to disapprove. Seconded by Campbell. CPRA abstained. Resolution No. 10 disapproved unanimously by those voting.

Resolution No. 11: Blascak moved to disapprove. Seconded by McClure. Resolution No. 11 not approved by the Committee.

Resolution No. 12: Campbell moved to disapprove. Seconded by Rollins. After discussion, Myers moved to table Resolutions 12 and 13 until Wednesday, in order to provide the NCAPCO Chapter an opportunity to review the alternatives suggested. Motion to table carried unanimously.

Resolutions numbered 14 through 17, the thank-you resolutions to Eddie Simon and his committee and to the entities that permitted the San Diego Conference Committee personnel to apply time to the 40th Annual Conference planning, were moved recommended by Chairman English, seconded by Carlisle. The resolutions were unanimously approved. The final disposition of all resolutions by the Conference Quorum will be carried in detail in the September issue of the BULLETIN as part of the official minutes of the activities of the entire Conference.

President Simmons thanked the Committee for its serious attention to the important matters to which the Resolutions were related.

It was moved by Campbell, seconded by McClure to approve the Annual Conference Chairman's Manual that had been presented by First Vice President Devine. The Committee

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unanimously approved the Manual. Devine will continue to develop the Manual. The Manual will be distributed to the future Annual Conference Chairmen, and others with particular need.

It was moved by Campbell, seconded by McClure to approve the Secretaries Manual that had been presented by Second Vice President Armitage. The Committee unanimously approved the Manual. Armitage will continue to develop the Secretaries Manual. The Manual will be handed out to those Secretaries attending the scheduled Presidents and Secretaries Luncheon. The Manual will be later distributed to those Secretaries not in attendance at the luncheon.

Bill Lee, President-Elect of the Land Mobile Communications Council, made a report of the activities of that group. He referred the Committee to his report in the Executive Committee Handbook. He summed up the LMCC events by first asking the Committee for guidance which would better enable him to represent APCO in LMCC. He noted that the LMCC had voted against further expansion of FCC Regional Spectrum Management Centers until the results of the one in Chicago could be better evaluated. The FCC had instituted an SRI study of the Chicago Center, which among other comments, spoke to the need for additional development of radio user profiles. They have so far determined that message statistics are similar in various services, that interservice sharing is probably not limited by technical sharing problems but rather by lack of current ability to translate user systems into channel utilization. Future work will be required in this area. Van monitoring had provided the amount of usage on frequencies in the Chicago area. The results were not conclusive.

President Simmons made the report on behalf of the Common National Emergency Frequency Committee. He stated that the report had been submitted to Counsel for final review prior to filing a petition with the FCC for the purpose of establishing such a channel.

President Simmons also reported on the progress of the EMS Ad Hoc Committee. He spoke to the need for the Quorum to adopt Resolution No. 1 in order for APCO to be able to make progress in the direction of further supporting the EMS radio service objectives.

Counsel Kittner reported in the matter of EMS regulations. He said that it was not clear what coordination is or is not, that many assumptions had been made in the formulation of the EMS rules. He stated that many questions in this area had to be resolved. The FCC does not now seem to require coordination as we know it. He stated that there will likely be problems of channel interference within the meaning of EMS system coordination.

President Simmons stated that the Regional Conference Chairmans Manual might be available during the course of the Conference. If not, new President Miller would make the necessary arrangements for its distribution when the Manual was completed and ready for use.

President-Elect Miller briefly stated his goals for the new administrative year. He assured that Project Thirteen would be continued, and that Project Eleven (Operator and Dispatcher Training Course) would be given top priority during his administration. He stated that he would probably not be able to devote his department's resources to the various activities as had President Simmons, and that therefore much of the work would be done by the National Office. He mentioned the need for more input from the Committees and from the Chapters regarding the many issues to be faced in the future. He asked the Committee to study his new Standing Committees, which were included in the

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Executive Committee Handbook, and which would be published in the BULLETIN. He assured that the Handbook, the Secretaries and the Annual Conference and Regional Conference Manuals would be kept up to date during the coming year. He appreciated the opportunity to serve, and would do his best to continue the work of the Association, which was growing by leaps and bounds.

The FY 1974-75 budget was presented by Executive Secretary McMillian. He mentioned that it might be necessary for him to recommend to the Board that a full time Editor may be employed during the FY 1974-75 fiscal year, and asked that the Board be permitted to act in this eventuality upon the Executive Secretary's proper showing of need and documentation of the availability of the necessary funds. McClure moved the report as presented and commented upon be accepted. Seconded by Campbell. The Committee gave unanimous approval of the report and gave the Board authority to act in the matter of possible added BULLETIN personnel needs as recommended by the Executive Secretary.

President Simmons next brought the Executive Committee up to date in matters relating to the West Virginia Chapter. He advised that everything possible had been done to revive that Chapter, with no success. Therefore, he had notified the members of the Chapter that unless some satisfactory action on the part of its members were taken prior to the time the subject was presented to the Executive Committee, the Board would recommend to the Executive Committee that the charter of the West Virginia Chapter be canceled. After a discussion, during which Atwood volunteered to help Executive Secretary McMillian form a new West Virginia Chapter subsequent to its charter cancelation, McClure moved that the charter of the West Virginia Chapter be canceled, seconded by Campbell. The motion carried unanimously.

At this point, President Simmons recognized Dick Bass, who submitted a properly prepared petition which requested a charter for a newly formed Oregon Chapter of APCO. The Constitution and ByLaws for the proposed new Chapter was attached to the petition. It was explained that this action was supported by the Northwest Chapter. Fordice stated that the Northwest Chapter had opened negotiations with the Inland Empire Chapter for the purpose of considering a merger of those two Chapters. Sowle moved that the Oregon group be chartered as the Oregon Chapter of APCO. Seconded by Odell. During the discussion it was agreed that the Oregon Chapter would name its own frequency coordinator. Motion carried unanimously. Dick Bass expressed his appreciation, and pledged the full support of an active Oregon Chapter.

President Simmons brought up the subject of the need to furnish direction and guidelines to Bill Lee in the matter of clarifying APCO's philosophy in matters attending the functions of the LMCC. He asked that the Committee study the proposal made by McMillian to Lee in this regard. It was agreed that the President-Elect would establish a special Ad Hoc Committee to be formed of members from those states most concerned with the Spectrum Management Center concept, i.e., Illinois and California. This committee is to develop more study about APCO's proper LMCC position, particularly with regard to frequency coordination and the Spectrum Management Center concept future development. Kittner stated that in the interim period it would be useful to use the general basic concept of McMillian's letter to Lee in the matter (copy of letter attached to these minutes). McClure moved that these steps be taken, seconded by Campbell. Motion unanimously carried.

Bob Myers spoke to the need for APCO to continue to be aware of government fre-

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quency needs which are related to the Maritime Mobile users.

President Simmons brought up the matter of a letter from C. L. Bleakney, President of the Texas Chapter, which spoke to the need for APCO to better inform all users in the Local Government Radio Service. President-Elect Miller stated that the matter would be given further consideration during the coming year.

President Simmons also pointed out the letter from Kelly Scientific which advised of certain frequency coordination problems in the state of Ohio. Simmons stated that this matter had been looked into, and all current evidence pointed to a continuing satisfactory resolution of these matters.

President Simmons brought up the matter of McMillian's proposed letter to Chapter Presidents and Secretaries that is designed to document the fact that all frequency coordinators meet the basic qualifications to perform that task. McMillian stated that the names in the revised list of coordinators are fully qualified in this respect. The list would be continually surveyed so as to maintain these qualifications (letter attached to these minutes).

The agenda for the scheduled Frequency Coordinators, and Presidents and Secretaries Workshop, were next discussed. Campbell moved the agenda be approved, seconded by Armitage. The motion was unanimously approved by the Committee.

President Simmons again brought up the matter of having the Committee authorize the Board of Officers to direct the Executive Secretary to employ a full time editor when the need was documented and the funds were found to be available. English moved that the Board be so authorized, seconded by Carlisle. Motion carried unanimously by the Committee.

It was moved by McAndrew, seconded by Atwood, that William Lee be recommended for Life Membership. Motion unanimously carried by the Committee.

It was moved by Gordon, seconded by Campbell, that Max Elliott be recommended for Life Membership. Motion unanimously carried by the Committee.

It was moved by English, seconded by Rollins that Clegg Helms be recommended for Life Membership. Motion unanimously carried by the Committee.

It was moved by Bass, seconded by Odell, that Richard Quantz be recommended for Life Membership. Motion unanimously carried by the Committee.

The Committee held a moment of silence in recognition of the following well known APCO members which the records indicated has passed away since the last meeting of the Committee: Raymond Groenier, Howard P. Black, Francis Burns, Floyd Stone.

The Committee unanimously complimented Charles English for the outstanding work he did during the year in preparing Resolution No. 1 - the proposed new Association Constitution and ByLaws.

President Simmons recessed the Committee meeting at 3:50 PM. Next meeting of the Committee to be at 11:30 PM on Wednesday, during which time the Project Thirteen contract would be signed between APCO and LEAA. A majority of the members of the Committee did meet to participate in the signing of this contract. A pictorial presentation of this action is carried in the September issue of the BULLETIN as a part

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of the official minutes of the total Conference proceedings.

The Executive Committee met again at 4:30 PM on Wednesday to reconsider the two resolutions No. 12 and 13 submitted by the NCAPCO Chapter. It was reported that no compromise had been fully worked out during the special meeting held between officials of NCAPCO and Chairman English of the Resolutions and ByLaws Committee. Since the matters had to be resolved in some way prior to the time scheduled for resolution voting, the Committee took the following actions which represented Committee positions in the matters:

Resolutions No. 12: Motion to table by Crutcher, seconded by McClure. Unanimously carried by the Committee.

Resolution No. 13: Moved by Crutcher, seconded by McClure, that ByLaws Article VI, Section 1.6 be amended to change required number of applicants in Master Group from three (3) to two (2); change the title of COMMERCIAL to ACTIVE; reduce the dues from \$31 to \$18; to also amend Constitution Article II, Section 12 to indicate reduction of number of applicants from three (3) to two (2). Action unanimously carried by Committee.

President Simmons recessed the Committee meeting at 5:09 PM.

The meetings of the Executive Committee were adjourned at the conclusion of the Annual Banquet on Thursday, August 15, 1974 by new President Miller.

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DRAFT OF PROPOSED LETTER TO BE SENT TO THOSE CHAPTER PRESIDENTS AND SECRETARIES WHOSE FREQUENCY COORDINATORS ARE NOT ACTIVE MEMBERS OR WHO HAVE NOT PAID THEIR DUES.

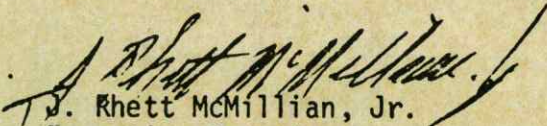
Dear \_\_\_\_\_:

Our records reveal that the Frequency Coordinator of your Chapter is either \_\_\_\_\_ not qualified for Active membership or \_\_\_\_\_ his 1974 dues are unpaid.

The Association's C and B requires that members of standing committees be Active members. If this policy is not adhered to, the Association is liable to adverse comment from both Commercial and FCC interests. We certainly wish to maintain our relationship with these important sources in a manner above criticism.

Please look into this matter and advise at your earliest convenience.

Kindest personal regards,

  
T. J. Rhett McMillian, Jr.  
Executive Secretary

cc: Board of Officers  
Frequency Advisory Committee Chairman Campbell

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EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE

1. Frank Campbell	Indiana	Executive Committee
2. Norvel Rollins	Wisconsin	Executive Committee
3. Jack Sauer	Iowa	Executive Committee
4. Harold Carter	Ohio	Executive Committee
5. Roger Harmon	Arizona	Executive Committee
6. William Lee, Past Pres.	Virginia	Executive Committee
7. Art Sowle	N. California	Executive Committee
8. Robert Gordon	CPRA	Executive Committee
9. Robert Myers	Mid Eastern	Alternate
10. Don Fox	Florida	Alternate
11. Donal Kavanagh	Florida	Proj. 13 Director
12. Irving McAndrew, Past Pres.	Atlantic	Executive Committee
13. Charles English	North Carolina	Executive Committee
14. Felix Atwood	Kentucky	Executive Committee
15. Stephen Fuller	Atlantic	Executive Committee
16. Robert Leo	Montana	Executive Committee
17. Barney Carlisle	Kansas	Executive Committee
18. Carol Odell	New Mexico	Alternate
19. Albert Blascak	Michigan	Executive Committee
20. Joe Owings	Missouri	Executive Committee
21. Nate McClure	Illinois	Executive Committee
22. Alan Armitage, 2nd V.P.	National	Executive Committee
23. Frank Devine, 1st V.P.	National	Executive Committee
24. William Miller, Pres.-Elect	National	Executive Committee
25. John Simmons, President	National	Executive Committee
26. Rhett McMillian	National	Executive Secretary
27. Joseph Kittner	National	Counsel
28. Bud Stapleton	National	Bulletin Representative
29. Richard Bass	Oregon	Executive Committee
30. C. L. Bleakney	Texas	Executive Committee

AUG 11 1974

# Associated Public-Safety Communications Officers, Inc.

It's a privilege to be a P C O

J. RHETT McNEIL, Executive Secretary

NEW SMYRNA BEACH, FLORIDA 32069  
904/428-8700  
904/427-3461

PRESIDENT  
JOHN E. SIMMONS  
313 N. NINTH STREET  
PHOENIX, ARIZONA 85006

PRESIDENT-ELECT  
WILLIAM L. MILLER  
POLICE DEPARTMENT  
1121 S. STATE STREET  
CHICAGO, ILLINOIS 60605

FIRST VICE-PRESIDENT  
FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
58-05 52ND AVENUE  
WOODSIDE, NEW YORK 11377

SECOND VICE-PRESIDENT  
ALAN L. ARMITAGE  
POST OFFICE BOX 303  
FREEHOLD, NEW JERSEY 07728

1974 NATIONAL CONFERENCE CHAIRMAN  
EDDIE SIMON  
1970 "B" STREET  
BUILDING NUMBER 38  
SAN DIEGO, CALIFORNIA 92102

1975 NATIONAL CONFERENCE CHAIRMAN  
ROBERT O. MYERS  
POST OFFICE BOX 7796  
WASHINGTON, D.C. 20044

July 9, 1974

Mr. William M. Lee  
Department of State Police  
Post Office Box 27472  
Richmond, Virginia 23261

Dear Bill:

I was particularly happy to read my copy of your letter dated July 2, 1974 to John Simmons regarding APCO's overall FCC Spectrum Management Policy. I am taking the liberty of commenting at that level of thought, rather than at the experience level which I certainly hope will be forthcoming to you from those Chapters who do coordination within the Chicago Center Region.

I think it possible, and appropriate, for the Association to develop and adopt a formal policy with regard to the FCC Spectrum Management planning. The opening statement could be devised by our legal resource in a manner which lets it be known that this policy is subject to amendment as future relative issues are revealed, developed and disposed of.

If the policy can be agreed upon, when it is released at least everyone with whom APCO deals in the regulatory sense knows to a significant degree what APCO's reaction will be to any related proposal. I think this is important, particularly to you, since then you will not be required to explain your LMCC comments from the ground up every time your opinion is asked in that arena.

I have the following suggestions for you to consider in your possible developing discussions with the Board:

- 1) The coordination of frequencies is a proper responsibility of the appropriate regulatory agency (FCC).
- 2) APCO entered into the coordination function at the request of the FCC for the purpose of accomplishing a primary and a secondary goal; 1. to better insure the proper and better utilization of frequencies for the benefit of present and future users...2. to that end to supplant the manpower deficiencies of the FCC with those of the Association until such time as the FCC could develop that needed capability.

AUG 11 1974

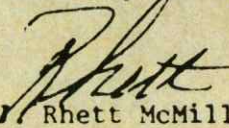
Wm. M. Lee (con't)

Page 2

July 9, 1974

- 3) APCO has no other interest in the coordination function.
- 4) Therefore, commensurate with the first goal of (2) above, APCO will rid itself of its costly and time-consuming FCC coordination support within each FCC Frequency Spectrum Management Region at such time as the proper data collected from its Chapter coordinators within each such Spectrum Management Region indicates that each FCC Spectrum Management Center is adequately meeting the first goal of (2) above.
- 5) Should and wherever the FCC abolish the coordinator function prior to such time as APCO has cause to believe the primary goal of (2) above has been accomplished, APCO will to the best of its ability and in accord with the provisions made available continue to represent and aid the public safety radio user community in matters which relate to the said primary goal.

Kindest personal regards,

  
Rhett McMillian, Jr.,  
Executive Secretary

JRM/af

cc: Board of Officers

AUG 10 1974

TO: The Board of Officers, Counsel, Executive Committee, Presidents and Secretaries

FROM: The Executive Secretary

SUBJECT: Minutes of Board of Officers Meeting, Town and Country Hotel, San Diego, California, August 10, 1974

Meeting was convened by President Simmons at 9:10 AM. All members of the Board were present, in addition to the Executive Secretary, Project Thirteen Director, and Counsel.

Project Director Kavanagh reported that the LEAA contract for Project Thirteen had been approved by LEAA and was ready for signing during the Conference. Counsel Kittner stated that the contract was in good order and constructed so as to safeguard the best interests of the Association. The Board unanimously approved the contract as exhibited and explained. A scenario of the entire project procurement plan will be prepared by Kavanagh and made available to all who offered proposals in response to the project RFP and to others who have a qualified interest in the matter. Arrangements were made to have the contract signed before members of the Executive Committee.

Counsel Kittner made a brief summary of the remarks he would make to the Conference. He would comment specifically on docket matters in a manner which would not undercut the issues to be discussed by his FCC panel members scheduled to appear on the program. He spoke to the immensity of the FCC offering with regard to EMS matters. He thought that more definitive guidelines should be made by the FCC in this respect, and that it would be an enormous task for APCO to speak to these matters but that some comment seemed to be necessary. In this regard, specific examples of weaknesses in the EMS rule-making would have to be depicted and offered in a manner which would draw the attention of the Commission. He also spoke about the CB proposal and the 18261 issues. He was of the opinion that the proposed new C and B offered APCO more opportunity to obtain qualified EMS membership resources.

McMillian explained the FY 1973-74 financial statement. He stated that all of the accounts were in good order and that all cost centers were in the black. The Board unanimously approved the financial report.

The Board discussed the possibility of the Association taking on more projects, and it was agreed that efforts should continue in this direction but that consideration should at all time be given to not only the ability of the Association to cope with such added loads, but to also be certain that the interests of the membership were reflected in all such efforts. Project Eleven, the Operator/Dispatcher Training Project, was given top priority for the coming year. The degree of progress in these matters will depend upon our progress made within the first months of the conduct of Project Thirteen, which is an immense, delicate, and important undertaking.

The FY 1974-75 budget was presented by McMillian. The Board unanimously approved the budget as submitted.

Second Vice President Armitage explained the new Secretaries Manual he had prepared. McMillian stated that the document would be of significant assistance to

him in working with the Chapter Secretaries. The copies of the Manual are to be distributed from the National Office as soon as they are assembled. The Board unanimously approved the Secretaries Manual.

First Vice President Devine explained the new Annual Conference Chairmans Manual that he had prepared. It was agreed that this document would be of great assistance to both Annual and Regional Conference Chairmen. The Board unanimously approved the new Conference Chairmans Manual. More development will be made on this Manual, as well as on the Secretaries Manual, and this information will be provided to the interested parties as it becomes available.

The petitions for Life Memberships, as submitted by the appropriate Chapters, were discussed. After examination of the required qualifications, the Board unanimously approved the names of Clegg Helms, Richard Quantz, Max Elliott and William Lee be presented to the Executive Committee as deserving of Life Memberships.

The Board agreed that it should, in the future, consider developing a set of criteria by means of which Life Memberships could be more precisely evaluated and petitions for this classification therefore better judged. It was made clear that this consideration was in no way related those candidates for Life membership whose names were now to be submitted to the Executive Committee for approval.

The Board unanimously agreed to recommend to the Executive Committee that the charter of the West Virginia Chapter be canceled. Regrets were expressed over the necessity of this action, and the Executive Secretary was directed to explore the possibility of forming a new West Virginia Chapter in the manner in which he helped form the Tennessee and Kentucky Chapters. Those members now residing in the West Virginia area can continue to be members of the Association as Members-At-Large.

The Board discussed the ramifications of the EMS rules, especially with regard to frequency coordination. Counsel Kittner promised that this and related matters would be fully discussed by the FCC panel during the course of the program. He felt that the matter would have to be forcefully brought to the attention of the Commission as soon as we could develop and document the appropriate issues which seem to exist. It was agreed that the coordination requirement for EMS is different from the historical type of coordination, i.e., system coordination versus frequency coordination. However, it was felt that somewhere down the road there would be frequency interference between systems which used their channels in different ways, and that is the present concern of the Association. Perhaps "frequency coordination" is no longer the proper term, but somehow some sort of system relationship formula with respect to specific frequencies must eventually come to light.

Eddie Simon made his Conference report after the lunch break. From all of the statistics available at that time, it was apparent that the 40th Annual Conference was going to establish new records. The Board expressed its gratitude to Eddie for the wonderful job that he and his committee members had done, and were continuing to do.

The Board next addressed the matter of the resolutions proposed to be acted upon by the 40th Annual Conference Quorum. The Board agreed to make the following recommendations to the Executive Committee with regard to the Resolutions: No. 1 - approve; No. 2 - approve; No. 3 - table unless the middle sentence of the resolved section is deleted; No. 4 - approve if No. 1 fails; No. 5 - approve; No. 6 - approve; No. 7 -

Minutes of Board of Officers Meeting(cont.)  
San Diego, California, August 10, 1974

AUG 10 1974

approve as modified by Counsel which speaks to clarification of qualifications of membership; No. 8 - approve; No. 9 - approve; No. 10 - disapprove; No. 11 - disapprove; No. 12 - disapprove; No. 13 - disapprove.

The Board recessed at 4:42 PM.

# Associated Public-Safety Communications Officers, Inc.

4 1974

It's a privilege to belong to A P C O

JOHN E. SIMMONS, President  
9131 NINTH STREET  
PHOENIX, ARIZONA 85006

602 242-6741

PRESIDENT - ELECT  
WILLIAM L. MILLER  
POLICE DEPARTMENT  
1121 S. STATE STREET  
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FIRST VICE - PRESIDENT  
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SECOND VICE - PRESIDENT  
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1974 NATIONAL CONFERENCE CHAIRMAN  
EDDIE SIMON  
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BUILDING NUMBER 38  
SAN DIEGO, CALIFORNIA 92102

1975 NATIONAL CONFERENCE CHAIRMAN  
ROBERT O. MYERS  
POST OFFICE BOX 7796  
WASHINGTON, D.C. 20044

February 4, 1974

To the Executive Committee:

Subject: Ad-Hoc Committee report, Standardization of APCO Benefits and Membership Benefits; And Rewritten National Constitution and By-Laws

I respectfully request each member of the Executive Committee to carefully review the attached letter from Chairman Jerry Campbell and the Standardization of Chapter Dues and Membership Benefits questionnaire results.

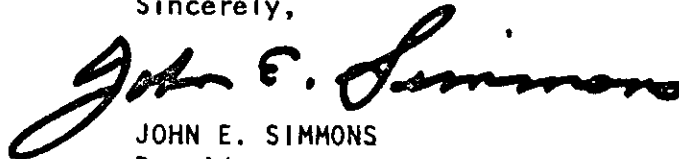
To those Chapters which did not respond to the questionnaires, I must ask the question: Why not?

The Board of Officers must have your input to insure we make decisions which will be in the best interest of all APCO members. It is not too late to reply. Why not take a few minutes and fill out the questionnaire and forward it to Jerry or our National Office.

The March issue of the Bulletin presents the draft of the revised Constitution and By-Laws. The Board of Officers request you and your Chapter Officers to carefully review this document.

The orderly improvement and growth of APCO depends on your approval of the rewritten C & B. If you disagree with any part, prepare amendments to the resolution to allow the main body of the revised C & B to be approved by the 40th Annual Conference quorum.

Sincerely,

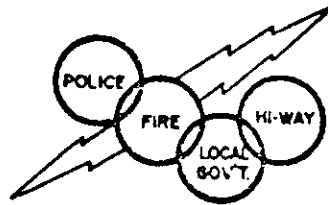
  
JOHN E. SIMMONS  
President

JES:lc

cc: Board  
Executive Secretary

# CALIFORNIA PUBLIC-SAFETY RADIO ASSOCIATION, INC.

A CHAPTER OF ASSOCIATED PUBLIC SAFETY COMMUNICATIONS OFFICERS, INC.



January 14, 1974

Mr. John E. Simmons, President  
Associated Public-Safety Communications  
Officers, Inc.  
313 North Ninth Street  
Phoenix, Arizona 85006

Dear John:

Well, I finally finished it! I spent most of Sunday recapping and rechecking my three feet long worksheet before preparing this final report. It was long and tedious work, but interesting and I rather enjoyed it. I only hope it will be of some value.

In preparing the report, I followed the sequence laid out in the questionnaire. When reviewing the report, it might be advisable to have a blank copy of the questionnaire available for reference in case some of the report headings are unclear.

I feel it is impossible to forward any recommendations at this time. I would rather have you and the rest of the officers examine the results and perhaps the data can later be messaged into meaningful recommendations. Maybe, chapter presidents, executive committeemen, and national committee chairmen (C & B, membership, etc., only) should also be provided with copies. If this is done, I would suggest immediate feedback on specific issues and let the less important issues "ride" for awhile. Anyway, I am commenting on the results and hopefully without personal bias. The numbers below are in sequence with the report.

*Dedicated to the*

ADVANCEMENT OF ALL FORMS OF PUBLIC-SAFETY COMMUNICATIONS

1. I was surprised that the average dues rates came out just slightly higher than those reported by Chuck English, particularly, when he was working with input from all twenty-nine chapters and I only received data from 18. Overall, not too much was said about the existing dues rates. Only one chapter appeared to be overly concerned and suggested reduction. Comment: Perhaps more detailed information should be made available to "grass roots" members concerning the expenses of running the affairs of the national organization and its activities. I get the indication that some members feel that national is a bit esoteric. I don't agree, but better communication on this subject might help to dispel some of their fears.
2. New Mexico reports reduction in chapter dues. Respondents indicated they are having a "rough" time. Comment: A drive to interest agency and departmental administrators in the functions and importance of both the chapter and national APCO might be in order.
3. Most respondents suggested more frequent chapter meetings. Comment: I personally see no reason why a chapter could not meet quarterly at a minimum. Of course, I do not know all the ramifications of such a schedule in other areas, but maybe two regular chapter meetings and regional and national conferences could account for the four.
4. Not bad, considering the circumstances. Comments: none
5. There is an old saying, "you get outta something exactly what you put into it," and when you look at the hours spent on various programs, I wonder how we accomplish as much as we do. It appears that frequency coordination, operational and technical programs are "up front". Accurate or not, some chapters are spending some hours in operator training as indicated by the report. This figure and other comments elsewhere in the returned questionnaires lead me to believe there are a lot of people wanting dispatch and operator training. Comments: Continue with a national effort to establish operator training with visual and aural aids. Perhaps, more attention should be directed to regional training centers. Establish common operator practices among various agencies, i.e., law, fire, highway, etc.

The rating entries varied so intensely (0 through 16 range) that finding an average was extremely difficult. It is interesting to note that the final ratings are fairly close with Highway Safety Communications and Funding Information programs on top. Yet these two receive the very least of training and information. (???) Comments: Very difficult to draw any conclusions about ratings. They indicate everything is of interest - not too high - but of interest!! I would have thought that 911 and Funding information would have been much higher.

The questionnaires have a high percentage of "yes" votes on whether the programs should be provided by the chapters. Comments: Why don't we do it?? Maybe, the chapter needs more general guidance and information or too many members are waiting for "Joe to do it"!

6. It appears from the data that most of the large chapters have additional committees. Comments: I would think that in this age of data communications there would be more interest in it. 'Course, I guess it depends on where you are. I particularly like the idea of assigning members to work with Law Enforcement to review specifications and bids. We need to be involved with them.
7. Buy a duplicating machine! Comments: none
8. See what a duplicating machine can do for you? Comments: none
9. Aha! Looks like chapters are thinking about taking office at the turn of the year. Comments: A common year is very advisable, whether in August or January. As was discussed at the national conference this year, national officers could be installed at the August conference and take office in January. This one needs some serious consideration! Some chapters indicated they are changing to January. If the trend continues.....!

Mr. John E. Simmons, President  
Associated Public-Safety  
Communications Officers, Inc.

-4-

January 14, 1974

10. Some guys get all the work! Comments: They may be out of a job anyway. (if the computer works right) I still think there will be a place for frequency coordinators.
11. At least we try not to "land on the other guy's frequency". We do spend some time worrying about frequencies. But what do we do for the remaining 5 hours of meeting time as indicated in Item 4 of the report. Comments: Chapters like CPRA spend a majority of their time on frequency coordination because we coordinate on a chapter basis. I guess it isn't necessary in all cases.
12. Overwhelmingly "yes". Comments: Same as in Item 9.
13. Ouch! sore spot. Some chapters indicate that they should be allowed additional membership as long as they do not interfere and are "no cost" to national. Comments: Only acquainted with governmental membership, which seems to work well. This one also requires some serious consideration. Maybe there should be some options solely dependent upon the area or region or chapter status.
14. Charter probably lost somewhere in the shuffle! Comments: Chapters should be reminded to check this - especially for legal purposes.
15. It appears that operator and dispatch training is still of great concern of many. Also, the questionnaires indicate more emphasis on APCO goals, objectives, and C & B uniformity. In addition, regulatory, rule-making, and dockets information is of some importance. Comments: National should continue its efforts in the area of operator training. Maybe we should stop, backup, take a look, and re-examine our goals and objectives then restate them more concretely! (My first recommendation) Send FCC information to chapter secretaries or dockets chairman.

Mr. John E. Simmons, President  
Associated Public-Safety  
Communications Officers, Inc.

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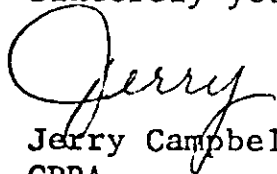
January 14, 1974

16. Whoopee! I'm almost finished! The additional comments are too broad to deal with independently. Most of them have been covered earlier and the opinions or comments expressed in the questionnaires are individual opinions. However, they should not be taken lightly. Comments: none

Well, this is my feature article. All kidding aside, some of these items are serious, as you well know, and they need direct attention. I might suggest that space be allowed in the Bulletin for members to "air their views". I would not want it to become a magazine of controversy, but some indication of how the other fellow is thinking might be good. We can't wait until the national conference to "hash" these things out. It must be done during the year and give the membership time to think. I, for one, would never want to see the national association crippled by dissent. It is going to take a lot of understanding and some acquiescence on the part of many. Let's try to finalize some recommendations before August!

Let me know your reaction to the findings of the survey and if I can be of further assistance, please don't hesitate to contact me.

Sincerely yours,



Jerry Campbell, Secretary  
CPRA

JC:mc  
Enc.

## FORWARD

Mankind has not yet been able to construct any process which will give consistent results continuously - nor is it ever likely to do so. Machine parts will wear out or come out of alignment, while human error may account for many other faults. It is regrettable that we have to admit that perfection exists only in theory. Nevertheless, we have to accept a qualified perfection somewhere within tolerances permitted by the specifications for the work to be done. So it is with any general survey or opinion poll.

The main function of a survey is to provide information. The degree of its usefulness depends largely upon the respondent's reaction to the questions asked. Questions that are not answered, half answered, or inaccurately answered, stem from lack of concern, knowledge, or a misunderstanding. Where opinions are involved, a person is usually revealing part of his innermost self. An opinion may veer like the wind, particularly on questions which appear trivial to the respondent. Personal bias and human error are by far the most serious of all factors involved in conducting a survey.

With all the possibilities clearly in mind of the inevitability of mistakes, disinterest, and misunderstanding creeping in; some method is obviously needed to assist in the assessment of the final survey results. It is a useful discipline, before accepting any statistics derived from a survey, to answer all the questions oneself. This will throw both the questions and the answers into their correct perspective.

The maker of this report used this procedure prior to compiling the results of the returned questionnaires. An attempt was made to detect inconsistencies in multiple reports from a single chapter. Much more difficult, however, are inaccuracies which cannot be detected since they are not covered by any form of self-checking. (Example: number of hours spent annually on various programs). Where opinions or comments are given by the respondent, no attempt was made to rationalize the reason or change the intent. Opinions and comments simply grouped into categories according to their nature.

In spite of all the difficulties involved, surveys can and do give very useful results. It is hoped that this will be one of them.

AD-HOC COMMITTEE TO STUDY  
STANDARDIZATION OF APCO CHAPTER DUES AND MEMBERSHIP  
BENEFITS

STATISTICAL REPORT

The data contained in this report is based on information gathered from questionnaires returned from APCO presidents, secretaries, and executive committeemen. It has been studied, analyzed, and compiled into basic numerical data. The simplest form of statistical methods has been used; the arithmetic mean and the data is presented in simple percentages and/or averages.

All calculations were based strictly on the raw data contained within the returned questionnaires. 23 questionnaires were returned representing 18 out of 29 chapters for a 62.1% chapter response. 11 chapters did not report for a 37.9% no response.

1. Dues rate and membership classification average

<u>Classification</u>	<u>Dues rate</u>	<u>Number</u>
Active	\$25.12	53.25
Associate	\$25.58	3.40
Commercial	\$41.59	14.50
Eng/Tech	\$13.47	5.38
Operator	\$10.00	15.14
Honorary	\$ 0.00	6.50 (assumed chapter level)

2. Dues change planned

One chapter reports (New Mexico) reduction of \$2.00 all classes.

3. Number of chapter meetings annually - average

5.35

4. Average length of meeting

6.3 hours

5. Benefits provided by chapter and time spent annually, importance rating, and should be provided by each chapter (averages all chapters reporting)

Admin Programs

Training	0.0 hours
Information	2.2 hours
Rating *	3.7
Should provide	Yes 72.2%
	No 5.6%
	NC**22.2%

Technical Programs

Training	4.2 hours
Information	2.5 hours
Rating	4.1
Should provide	Yes 88.8%
	No 0.0%
	NC 11.2%

\* - Importance rating scale 1 through 16

\*\* - NC denotes no comment

5. (cont.)

Operational Programs

Training 19.2 hours  
 Information 2.6 hours  
 Rating 3.8  
 Should provide Yes 83.3%  
 No 0.0%  
 NC 16.7%

Commercial Programs

Training 1.7 hours  
 Information 4.7 hours  
 Rating 4.9  
 Should provide Yes 77.7%  
 No 5.6%  
 NC 16.7%

Fire Comm Related Programs

Training 0.0 hours  
 Information 1.0 hours  
 Rating 3.6  
 Should provide Yes 72.2%  
 No 0.0%  
 NC 27.8%

EMS Comm Related Programs

Training 0.0 hours  
 Information 1.4 hours  
 Rating 4.5  
 Should provide Yes 77.8%  
 No 0.0%  
 NC 22.2%

Forestry Comm Related Programs

Training 0.0 hours  
 Information 0.2 hours  
 Rating 4.8  
 Should provide Yes 38.9%  
 No 16.7%  
 NC 44.4%

911 and Related Programs

Training 0.0 hours  
 Information 1.3 hours  
 Rating 4.1  
 Should provide Yes 55.6%  
 No 11.1%  
 NC 33.3%

Municipal Comm Related Programs

Training 1.1 hours  
 Information 2.0 hours  
 Rating 4.5  
 Should provide Yes 83.0%  
 No 0.0%  
 NC 17.0%

County Comm Related Programs

Training 0.0 hours  
 Information 0.8 hours  
 Rating 3.5  
 Should provide Yes 77.2%  
 No 5.6%  
 NC 22.2%

Highway Safety Comm Programs

Training 0.03 hours  
 Information 0.38 hours  
 Rating 5.2  
 Should provide Yes 61.1%  
 No 5.6%  
 NC 33.3%

Frequency Coordination

Training 5.5 hours  
 Information 35.7 hours  
 Rating 3.8  
 Should provide Yes 94.4%  
 No 0.0%  
 NC 5.6%

Funding Information Programs

Training 0.0 hours  
 Information 0.8 hours  
 Rating 5.2  
 Should provide Yes 88.8%  
 No 0.0%  
 NC 11.2%

Frequency Coordination Workshops

Training 0.0 hours  
 Information 0.0 hours  
 Rating 3.6  
 Should provide Yes 61.1%  
 No 5.6%  
 NC 33.3%

5. (cont.)

<u>Regulatory Info. Fed/State/Local</u>	
Training	0.0 hours
Information	6.5 hours
Rating	2.9
Should provide	Yes 72.2%
	No 0.0%
	NC 27.8%

<u>Chapter Improvement and Goals Program</u>	
Training	0.8 hours
Information	3.0 hours
Rating	3.9
Should provide	Yes 77.8%
	No 0.0%
	NC 22.2%

<u>National APCO Objectives and Goals</u>	
Training	0.0 hours
Information	3.6 hours
Rating	4.5
Should provide	Yes 77.8%
	No 0.0%
	NC 22.2%

<u>Regional and State Planning Programs</u>	
Training	0.0 hours
Information	1.3 hours
Rating	4.9
Should provide	Yes 72.2%
	No 0.0%
	NC 27.8%

6. Other programs and/or committees provided by chapter

Three chapters report having an Engineering and Research Committee.

Three chapters report having a Data Processing Committee.

One chapter reports having a Teletype Committee.

One chapter reports assigning two members to Chiefs' of Police, Policemen's and Sheriffs' Associations to review equipment specifications and bids.

7. Does chapter provide newsletter?

Yes 25% No 75%

8. Does chapter provide membership directory?

Yes 29% No 71%

9. Date officers take office

January - 6 chapters

May - 2 chapters

June - 1 chapter

July - 2 chapters

August - 1 chapter

October - 1 chapter

December - 4 chapters

(Note: 10 out of 17 chapters reporting take office at the turn of the year. 1 chapter did not report this information in its questionnaire)

10. Frequency coordination provided by:

Individual 58.8%

Committee 29.4%

Chapter 11.8%

11. Chapter meeting time required for frequency coordination

Average time: 24.2 minutes

12. Do you think National APCO and chapters should have a common year?

Yes 77.8%

No 11.1%

No comment 11.1%

13. Additional classes of membership permitted by chapter C & B  
Governmental - Three chapters  
Supporting - One chapter

14. Is your chapter charter available in your chapter records?  
Yes 72.2%      No 11.1%      No comment 16.7%

15. Which areas covered in this questionnaire do you feel you should have support or assistance from National APCO? To what degree?  
Operator and dispatch training aids, information, and schools - 35.3%  
More emphasis on APCO goals, objectives, and C & B uniformity - 23.6%  
Regulatory, rule-making, and dockets information - 17.6%  
No response or comments - 23.5%

16. Additional comments you feel would benefit this committee's action and recommendation.

Of 18 chapters reporting, 13 provided additional comments. The following reflects most of these comments:

National dues too high - 2 chapters  
Agree with standard dues, but not billing from National Office - 1 chapter  
Free hand in chapter functions - 2 chapters  
Adherence to National APCO C & B - 1 chapter  
More frequent chapter meetings - 1 chapter  
Improve communications between National and chapters - 2 chapters  
Allow supporting membership - 1 chapter  
Standard forms from National APCO for all functions - 1 chapter  
Lower commercial rate or allow group rate - 1 chapter  
National provide more assistance in operating regional conferences - 1 chapter  
APCO require each chapter to conduct at least one operational and one technical seminar annually - 1 chapter  
Set up National Dispatchers School and hold weeks seminar at some college - 1 chapter.

JAN 24 1974

# Associated Public-Safety Communications Officers, Inc.



PRESIDENT  
JOHN E. SIMMONS  
313 N. NINTH STREET  
PHOENIX, ARIZONA 85006

PRESIDENT-ELECT  
WILLIAM L. MILLER  
POLICE DEPARTMENT  
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CHICAGO, ILLINOIS 60605

FIRST VICE-PRESIDENT  
FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
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WOODSIDE, NEW YORK 11377

J. RHETT Mc... Executive Secretary

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SECOND VICE-PRESIDENT  
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February 18, 1974

FROM: The Executive Secretary *J.P.M.*  
TO: The Executive Committee, Chapter Presidents & Secretaries  
SUBJECT: January 24 - 26, 1974 Board Meeting Minutes;  
FYE 1973 Fiscal Budget Report

The attached information is transmitted to you for your information and consideration.

The Board of Officers is hopeful that the Chapters will do everything possible to distribute this information to their membership.

You will be kept informed of future development of the issues and accomplishment of the proposals contained in these documents.

This office will be pleased to receive your comments in these matters.

January 30, 1974

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FROM: The Executive Secretary

SUBJECT: Minutes of Board Meeting; National APCO Office; New Smyrna Beach, Florida, January 24 - 26, 1974.

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11. The Board agreed to advise the LMCC that it is interested in seeing Mr. William Lee considered as a candidate for office in that organization at the time of its next election for this purpose.
12. Project Eleven (National Operator Training Institute). McMillian gave a short report on the status of this project. The first draft of the RFP has been written. From this central data an outline of project application will be drafted and submitted to the Board for its examination. The National Defense Civil Preparedness Agency in the Pentagon is interested in assisting in these preparations and in ultimately providing the facilities for course testing. McMillian stated that as soon as Project Thirteen (Assessment of Telecommunication Planning in the 50 SPA's) is accepted by LEAA, he will resume work on this training project.
13. Proposed new Constitution and ByLaws for the Association. Mr. Charles (Chuck) English, Secretary of the North Carolina Chapter of APCO and Chairman of the National Resolutions and ByLaws Committee, presented his last draft of this document and led the discussion of it on a section-by-section basis. The ensuing discussion lasted the rest of the day of January 24, 1974. Meeting recessed at 5:30 PM.

Friday, January 25, 1974

Meeting began at 0830 with all previous principals present. The discussion on the C and B was resumed, lasting for the greater portion of this day. Refinements to and clarification of the proposed new C and B language were noted by Chairman English. Chuck is now to rewrite the document in final form and provide it to McMillian at his earliest possible moment, since it is the desire of the Board that the proposed amendment be published in full in the next (March) issue of the BULLETIN. It was agreed that McMillian is to write a special article for that issue which will speak to the substance of the changes in language, and that this information will be reviewed by Counsel Kittner before publication. The Board adopted the refined C and B proposal unanimously and expressed its appreciation to Chuck English for the tremendous amount of effort that he had put into this significant work.

14. Project Thirteen (Assessment of Telecommunication Planning in the 50 SPA's). McMillian reported that he had revised the budget estimates in the project in line with the recent increase in air travel rates and also in accord with the direction received from

JAN 24 1974

the procurement and auditing offices of LEAA. After review of these matters, President Simmons signed the application for LEAA funding of the project, with the unanimous approval of the Board. Counsel Kittner is to take the application back to Washington with him and hand carry it to LEAA during the first of the coming week after he and his staff have reviewed the recent changes informally with Mr. Ashton of LEAA. McMillian estimated that, provided no further difficulties appeared in the language and computations of the document, the grant could be awarded around the first of April, 1974. Subsequent to the actual award, the BULLETIN will publish the details of the project goals, methods, approach and final deliverable.

15. The Board commented on the pros and cons of the idea of having the National Office issue membership cards directly to individual members after the chapters had reported their dues collections. The Board voted against this concept in view of the possible implications of increased centralization of functions and because of the added cost to the National Office.
16. San Diego Annual Conference Food For Thought Dinner. This idea centered on the pros and cons of permitting a vendor to fund a special evening meal function provided thirty minutes was permitted for a previously approved sales message. The Board rejected the idea.
17. The Officers agreed to hold an Officer's meeting in conjunction with the Western States Regional Conference meeting to begin March 19th and last through March 23rd, with time being spent as considered necessary in the WSRC. Counsel Kittner to be present at this meeting as his time and APCO finances may permit. Decision to be made at this time if a Board meeting at the East Coast Regional Conference is necessary. Miller and Simmons to attend the North Central Regional Conference. It is possible that the East Coast Regional Conference expenses of Miller and Devine may be paid by their own departments. Armitage plans to attend the WSRC and the ECRC.
18. San Diego Annual Conference Planning. The Board directed that the annual CCC meeting be deleted from the program, since it is not an official part of the annual conference proceedings. In view of the Presidents and Secretaries, and Coordinators meetings scheduled for Friday, August 16, the day after the annual banquet, the regular post-conference meeting of the Board of Officers will be held the following morning. It was agreed that the costs of the luncheon on that Friday would be an expense of the General Fund, rather than of the Conference fund. The Board of Officers will hold its first Annual Conference meeting on Saturday, August 10th. The Executive Committee will meet on Sunday, August 11th, 1974.

At this time, the Board recessed until Saturday morning.

January 26, 1974

Board reconvened at 0900.

19. The December 31, 1973 CPA fiscal audit and Executive Secretary's budget analysis. In brief, the financial condition of the Association at this time is comparable to the same period of the previous year, despite the fact that the FYE 1973 report includes the cost of a full year's operation of the National Office, which includes the expense of an Assistant Editor for four months. The Board accepted the report, which will be found attached to these minutes.

JAN 24 1974

20. At this point, President Simmons, with Board approval, signed the addendum to McMillian's employment contract. The addendum clarifies the contract section on salary rates as they pertain to the Executive Secretary's duties. The addendum had previously been circulated to and approved by the Executive Committee.
21. The Board resumed its study of the proposed San Diego Annual Conference budget and program. It was decided that McMillian would ask for additional information from the Conference Chairman with regard to certain budgeted items, and that President Simmons would contact the Conference Chairman and work out the details of the program content. The Board agreed that the return from the Conference should be centered on \$25,000 after all direct and indirect costs, with the belief that this target would bring in the \$30,000 return which had been indicated in the FY 72 - 73 budget request which had been previously approved by the Executive Committee. The Exhibit Area Booth Award Survey plan which McMillian had under development was considered to be not firm enough to include at this time in the functions of the 1974 Conference. The Board agreed to refund the sum of \$3 to each Conference attendee who would not attend the Annual Conference Banquet, provided such notice was made to the Conference registration area at least twenty-four hours previous to the day of the Banquet. President Simmons is to make decision in the matters of the budgeting and programming of the Conference after the additional desired information has been received by him, and report to the Board in these regards.
22. The Board agreed to ask Counsel Kittner to consider the pros and cons of preparing a Board resolution which speaks to the salaries of the present National Office staff in event Project Thirteen is awarded, since there seems to be a need to adjust these in a manner which would be comparable with those new positions of Project Director and his secretary which, by LEAA experience, are directly project funded at considerably higher salary rates than are those of the current staff members.
23. McMillian has been asked by the Florida Division of Communications to serve on a State of Florida 911 statewide study group, representing APCO. The Board approved this activity by the Executive Secretary provided the time was available and expenses were paid by the state.
24. Several added matters of general interest were discussed, among which were contained the decisions that Industrial Communication news letters would be furnished only to approved members at the level of National Committeemen, and that committee reports, questionnaires, etc. which were deserving of being circulated widely could be done at National expense, or by the National Office.

This concluded four and a half intense days of activity by the Board of Officers and allied staff and personnel, which ranged from specific project functions to those of general administration and policy matters.

The Board meeting adjourned at noon on January 26, 1974.

JAN 24 1974

# Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to APCO



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- Hawaiian Chapter. President Simmons has been communicating with Stan Harter regarding Stan's request that an APCO representative be sent to Honolulu to meet with a group of interested persons who are eligible to form an Hawaiian Chapter of APCO. Simmons is to continue this exchange of information until he is confident that the number of eligible persons is large enough and interested enough to form such a chapter. At that time, with respect to conditions then existing within the Association and in his own employment, he will advise the Board of his decision to make, or have the trip made for the cited purpose. It is the Board's opinion that an Hawaiian Chapter would be beneficial to the Association.
10. Telephone logs. McMillian cited some examples of problems with the telephone company regarding credit card billing. In order to reduce the possibility of incorrect billing and in order to speed up the payment of telephone invoices, the Board agreed that each person in the Association who is issued a telephone credit card will keep a log of credit card calls. McMillian is to design the form for this purpose, hopefully keeping it to a 3 X 5 inch size so that it can be related to the ordinary desk-type calendar.
  11. The Board agreed to advise the LMCC that it is interested in seeing Mr. William Lee considered as a candidate for office in that organization at the time of its next election for this purpose.
  12. Project Eleven (National Operator Training Institute). McMillian gave a short report on the status of this project. The first draft of the RFP has been written. From this central data an outline of project application will be drafted and submitted to the Board for its examination. The National Defense Civil Preparedness Agency in the Pentagon is interested in assisting in these preparations and in ultimately providing the facilities for course testing. McMillian stated that as soon as Project Thirteen (Assessment of Telecommunication Planning in the 50 SPA's) is accepted by LEAA, he will resume work on this training project.
  13. Proposed new Constitution and ByLaws for the Association. Mr. Charles (Chuck) English, Secretary of the North Carolina Chapter of APCO and Chairman of the National Resolutions and ByLaws Committee, presented his last draft of this document and led the discussion of it on a section-by-section basis. The ensuing discussion lasted the rest of the day of January 24, 1974. Meeting recessed at 5:30 PM.

Friday, January 25, 1974

Meeting began at 0830 with all previous principals present. The discussion on the C and B was resumed, lasting for the greater portion of this day. Refinements to and clarification of the proposed new C and B language were noted by Chairman English. Chuck is now to rewrite the document in final form and provide it to McMillian at his earliest possible moment, since it is the desire of the Board that the proposed amendment be published in full in the next (March) issue of the BULLETIN. It was agreed that McMillian is to write a special article for that issue which will speak to the substance of the changes in language, and that this information will be reviewed by Counsel Kittner before publication. The Board adopted the refined C and B proposal unanimously and expressed its appreciation to Chuck English for the tremendous amount of effort that he had put into this significant work.

14. Project Thirteen (Assessment of Telecommunication Planning in the 50 SPA's). McMillian reported that he had revised the budget estimates in the project in line with the recent increase in air travel rates and also in accord with the direction received from

the procurement and auditing offices of LEAA. After review of these matters, President Simmons signed the application for LEAA funding of the project, with the unanimous approval of the Board. Counsel Kittner is to take the application back to Washington with him and hand carry it to LEAA during the first of the coming week after he and his staff have reviewed the recent changes informally with Mr. Ashton of LEAA. McMillian estimated that, provided no further difficulties appeared in the language and computations of the document, the grant could be awarded around the first of April, 1974. Subsequent to the actual award, the BULLETIN will publish the details of the project goals, methods, approach and final deliverable.

15. The Board commented on the pros and cons of the idea of having the National Office issue membership cards directly to individual members after the chapters had reported their dues collections. The Board voted against this concept in view of the possible implications of increased centralization of functions and because of the added cost to the National Office.
16. San Diego Annual Conference Food For Thought Dinner. This idea centered on the pros and cons of permitting a vendor to fund a special evening meal function provided thirty minutes was permitted for a previously approved sales message. The Board rejected the idea.
17. The Officers agreed to hold an Officer's meeting in conjunction with the Western States Regional Conference meeting to begin March 19th and last through March 23rd, with time being spent as considered necessary in the WSRC. Counsel Kittner to be present at this meeting as his time and APCO finances may permit. Decision to be made at this time if a Board meeting at the East Coast Regional Conference is necessary. Miller and Simmons to attend the North Central Regional Conference. It is possible that the East Coast Regional Conference expenses of Miller and Devine may be paid by their own departments. Armitage plans to attend the WSRC and the ECRC.
18. San Diego Annual Conference Planning. The Board directed that the annual CCC meeting be deleted from the program, since it is not an official part of the annual conference proceedings. In view of the Presidents and Secretaries, and Coordinators meetings scheduled for Friday, August 16, the day after the annual banquet, the regular post-conference meeting of the Board of Officers will be held the following morning. It was agreed that the costs of the luncheon on that Friday would be an expense of the General Fund, rather than of the Conference fund. The Board of Officers will hold its first Annual Conference meeting on Saturday, August 10th. The Executive Committee will meet on Sunday, August 11th, 1974.

At this time, the Board recessed until Saturday morning.

January 26, 1974

Board reconvened at 0900.

19. The December 31, 1973 CPA fiscal audit and Executive Secretary's budget analysis. In brief, the financial condition of the Association at this time is comparable to the same period of the previous year, despite the fact that the FYE 1973 report includes the cost of a full year's operation of the National Office, which includes the expense of an Assistant Editor for four months. The Board accepted the report, which will be found attached to these minutes.

At this point, President Simmons, with Board approval, signed the addendum to McMillian's employment contract. The addendum clarifies the contract section on salary rates as they pertain to the Executive Secretary's duties. The addendum had previously been circulated to and approved by the Executive Committee.

21. The Board resumed its study of the proposed San Diego Annual Conference budget and program. It was decided that McMillian would ask for additional information from the Conference Chairman with regard to certain budgeted items, and that President Simmons would contact the Conference Chairman and work out the details of the program content. The Board agreed that the return from the Conference should be centered on \$25,000 after all direct and indirect costs, with the belief that this target would bring in the \$30,000 return which had been indicated in the FY 72 - 73 budget request which had been previously approved by the Executive Committee. The Exhibit Area Booth Award Survey plan which McMillian had under development was considered to be not firm enough to include at this time in the functions of the 1974 Conference. The Board agreed to refund the sum of \$3 to each Conference attendee who would not attend the Annual Conference Banquet, provided such notice was made to the Conference registration area at least twenty-four hours previous to the day of the Banquet. President Simmons is to make decision in the matters of the budgeting and programming of the Conference after the additional desired information has been received by him, and report to the Board in these regards.
22. The Board agreed to ask Counsel Kittner to consider the pros and cons of preparing a Board resolution which speaks to the salaries of the present National Office staff in event Project Thirteen is awarded, since there seems to be a need to adjust these in a manner which would be comparable with those new positions of Project Director and his secretary which, by LEAA experience, are directly project funded at considerably higher salary rates than are those of the current staff members.
23. McMillian has been asked by the Florida Division of Communications to serve on a State of Florida 911 statewide study group, representing APCO. The Board approved this activity by the Executive Secretary provided the time was available and expenses were paid by the state.
24. Several added matters of general interest were discussed, among which were contained the decisions that Industrial Communication news letters would be furnished only to approved members at the level of National Committeemen, and that committee reports, questionnaires, etc. which were deserving of being circulated widely could be done at National expense, or by the National Office.

This concluded four and a half intense days of activity by the Board of Officers and allied staff and personnel, which ranged from specific project functions to those of general administration and policy matters.

The Board meeting adjourned at noon on January 26, 1974.

DEC 18 1973

# Associated Public-Safety Communications Officers, Inc.

It's a privilege to be an APCO

J. RHETT McRILL, Executive Secretary

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FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
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WOODSIDE, NEW YORK 11377

December 18, 1973

TO: The Executive Committee, APCO  
FROM: The Executive Secretary *JRM*  
SUBJECT: New BULLETIN Rate Card, Report of Projects, Etc.

Attached please find the subject card, which will go into effect on January 1, 1974. Rate increase approved by the Board of Officers on October 25, 1973.

Copy of the attached letter of explanation, which is being sent to all advertisers details the action. The paper shortage and postal increases has made this increase necessary. On this basis, we expect to about keep our operation at a constant level of financial effort, rather than increase our profit figure.

Project 13 - Study of Telecommunications in the SPA's is at the point where we have our lawyers talking to LEAA lawyers. Hopefully, we can wind this grant application up early in the coming year.

Project 14 - the Aural Brevity Code Study, is on track. The Task Groups meet in January to begin the final decision-making process. Study should be completed in March, 1974.

Project 15 - the IACP study of Police Department external dedicated links, is in its beginning stages. Much work has to be done in a short period of time. More information on this will be forthcoming in the near future.

Through the courtesy of the Atlantic Chapter, this office is undergoing some modest improvements: a refrigerator, coffee service, hallway carpeting, added air conditioner, secretarial desk, conference table, painting walls, etc. The Atlantic Chapter donation in the amount of \$1,520.00 has made this possible. Our thanks to this group who is donating their 1972 Conference earnings for this purpose.

Best of Season's Greetings from the Board and from your Central Office Staff.

DEC 18 1973

**International  
Association of  
Chiefs of  
Police, Inc.**  
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Galthersburg, Maryland 20760  
Phone (301) 948-0922  
Cable Address IACPOLICE

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Division of State and  
Provincial Police  
General Chairmen  
John R. Plants  
East Lansing, Mich.

Quinn Tamm  
Executive Director

December 4, 1973

Mr. J. Rhett McMillian, Jr.  
Executive Secretary  
APCO, Inc.  
P. O. Box 669  
New Smyrna Beach, Florida 32069

Dear Rhett:

At long last, here is a proposed work statement for APCO's consideration. I know the dates are demanding; I can only hope at this point that the preliminary work you've done might make the attainment of target dates possible. Please give it your best efforts; I know you will. I believe the anticipated amount of work will come very close to our budget allocation.

If this proposed statement is satisfactory, I would appreciate some form of agreement (or perhaps simply a letter of agreement) stating that APCO will perform the work described for a certain fee (not to exceed \$11,500: site survey and evaluation assistance, \$6,000; draft review, \$3,000; travel and living expenses, \$2,500), and the manner of payment to be made to APCO by IACP. Thanks for your patience.

Sincerely,



R. W. Reinke  
Assistant Director  
Professional Standards Division

Enclosure

## Work Statement for APCO

### Premise

There exists a need to examine the actual extent and means of communication between and among public safety agencies because of increasing efforts to achieve greater coordination. We (public safety) need to devise strategies that will be effective in terms of costs and in carrying out respective agency/ jurisdictional functions, all while retaining appropriate autonomy.

### Proposed APCO Role

As part of our study of the impacts of recent communications developments in public safety for the Office of Telecommunications Policy (OTP), APCO can provide two especially useful services to IACP. These are:

A. Assistance in identifying, quantifying, and evaluating specific communications links or paths among public safety agencies in representative areas;

B. Reviewing and commenting on the draft report to be furnished OTP by IACP. Because certain portions of this report will contain rather technical evaluations, it would be useful to obtain a variety of perspectives so as to describe findings in a thorough but not unduly narrow way. Also, supplementary justification for certain recommendations may become available through APCO participation.

### Introduction

In the past several years many improvements have been made to public safety -- particularly police -- communication systems. Although there have been important advances in equipment and hardware, somewhat lesser attention has been given to overall system design.

A complete study of police or public safety communication systems should examine all essential portions of current systems -- telephone lines, data links, mobile radio, point-to-point radio, special purpose "tie lines," and the like. Many auxiliary links have become more important as the concept of coordinated public safety communications has gained acceptance. The installation of "911" often requires a considerable upgrading of existing inter-agency links.

Suburban and rural departments have their own unique requirements for inter-agency communications. Major emergencies often exceed the capabilities of individual agencies. Unified operations of similiar types of departments can be improved when common radio channels are available.

Unfortunately little data is available which accurately describes the type and extent of inter-agency communications. The difference between rural and urban requirements also needs to be defined. This task is designed to remedy this situation.

#### Description of Task

The purpose of this task is to gather and assemble information regarding the extent and use of all types of external communication "links" currently used by public-safety agencies both large and small. The resulting data is to be furnished to IACP in two forms: a) accurate pictorial diagrams (using salient data from field surveys), and b) a written discussion to supplement and explain the diagrams.

Because this task is attempting to obtain an overall view of external (exclude all intra-departmental communication systems) communication links of public-safety agencies, only minimal information need be supplied regarding the conventional mobile radio systems. Particular attention should be given to common radio channels used to coordinate mutual efforts or simply to inform each other of the general status of activities.

The emergency telephone system by which citizens or other agencies obtain service should be described to the point of indicating its relative size, scope and purpose in the overall view of external communication links available. Note that the term "link" refers to either inward or outward flow paths of information, or both,

In order to obtain a complete perspective of the situation, four (4) types (or classes) of jurisdictions must be considered. These jurisdictions shall be selected so as to conform to the definitions below; at least two agencies in each category are to be selected for the field survey (objective A below). For the purposes of this subcontract, the following definitions for the types of jurisdictions shall be used. Obviously, there are many jurisdictions which would be excluded by these definitions.

Metropolitan - a city with a population of 1,000,000 or more, or a consolidated city/county with a single governing body, and a population of at least 500,000.

Suburban - an incorporated city, town or village with a population range of 20,000 to 50,000 and located adjacent to a city with a population of 1,000,000 or more.

Rural - a single town or village with a population range of 2,000 to 10,000 and located more than 50 miles from any city with a population over 50,000.

County - a jurisdiction in which there is no city exceeding a population of 100,000.

### Objectives

The following objectives are to be accomplished:

- A. To obtain by field survey information regarding the specific purpose\*, type, number and amount of use per 24 hour period of all external communication links used by:
  - 1) a police agency and a fire agency in a metropolitan jurisdiction
  - 2) a police agency and a fire agency in a suburban jurisdiction
  - 3) a police agency and a fire agency in a rural jurisdiction
  - 4) a police agency and a fire agency in a county jurisdiction
- B. To document the salient information from (A) in pictorial diagrams using one diagram for each type of agency.
- C. To prepare a written report which explains the graphic material and which summarizes all additional data not included in the graphic material. For example, surveys may reveal a seasonal or day-of-week variation in message volume on certain links. These should be noted in the narrative portion. The report should give some idea of the extent of variations from the norm which exist. It should also discuss the relative importance of the various types of external communications in the basic operation of the classes of agencies mentioned. This attempt to gauge the "quality" of these communications is especially important.

### Timetable

The following timetable will be used:

Seven (7) days after the receipt of the subcontract (ARC) a list of the four (4) jurisdictions to be surveyed shall be submitted to IACP for approval.

Forty-five (45) days ARC a final draft copy of the graphic and written material shall be delivered.

\*For example, hospital/police tie lines, fire/police tie lines, and in general other facilities intended to secure services to assist in resolving a situation; to inform another agency about a situation; to obtain certain information known by the agency, or to supply information to it; and the like.

DEC 18 1973

Deliverable Items

The following deliverable items are required at the completion of this subcontract:

- A. Two neatly typed copies of all written material
- B. One each draft copy of all graphic material

Draft Review

On or about February 1, 1974, IACP may submit to APCO one or more draft copies of the report. APCO would be requested to select at least one knowledgeable professional communications administrator and at least one professional communications engineer from among its membership or staff, who would independently review and comment upon the analysis of observations and findings and the conclusions to be drawn therefrom described in the report.

These written comments and justifications therefore must be submitted to IACP by March 1, 1974

NOV 1973

ASSOCIATION OF POLICE COMMUNICATIONS MANAGERS, INC.

It's a privilege to belong to A P C O

**JOHN E. SIMMONS, President**  
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PHOENIX, ARIZONA 85006  
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EXECUTIVE SECRETARY  
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ROBERT O. MYERS  
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November 5, 1973

PRESIDENT-ELECT  
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SECOND VICE-PRESIDENT  
ALAN L. ARMITAGE  
POST OFFICE BOX 303  
FREEHOLD, NEW JERSEY 07728

To the Members of the Executive Committee:

Gentlemen:

I am writing to advise you pursuant to Article IV of the APCO Constitution of action recently taken by the Board of Officers acting for and on behalf of the Executive Committee. Under that Article the action of the Board of Officers becomes effective unless within a period of 15 days a majority of the members of the Executive Committee disagree with the action taken and so advise me.

As you will recall, under date of August 18, 1972 APCO entered into an agreement with Rhett McMillian under which Rhett holds the office of Executive Secretary of APCO. I am sure you will agree he has performed excellently and APCO is a much more effective organization because it has a full-time Executive Secretary. You will also recall, I am sure, that the decision to establish an office of the Executive Secretary on a full time basis was a major step forward in the progress of APCO and, at times, seemed impossible to achieve because of financial considerations. Realistically, we were able to overcome the financial obstacle because Rhett was willing to agree to serve as APCO Secretary on a full time basis at the very modest salary of \$12,000 a year.

When we entered into the agreement of August 18, 1972, it was recognized that the salary being agreed upon was inadequate for a person of Rhett's background, experience and ability, but this was the best we could do. It was also recognized when the contract was negotiated that should Rhett be asked to undertake major additional responsibilities - i.e., over and beyond those normally involved in the operation of APCO - we would, if finances permitted, consider arrangements for additional compensation that the Board, in its discretion, considered to be fair.

There is now in prospect a possibility that APCO will undertake various substantial projects, funded by LEAA or other appropriate sources, which will impose upon the office of the Executive Secretary major responsibilities in addition to the regular work of the association. I have in mind particularly APCO Project 13, in which we will be submitting to LEAA a proposal, requesting approximately half a million dollars, which would involve reviewing the activities of the State Planning Agencies (SPAs) in states throughout this country - with the help of a selected contractor organization - in an effort to establish a basis for improved guidelines in the handling by SPA's of communications projects. Such an undertaking

Members of the Executive Committee  
November 5, 1973  
Page 2

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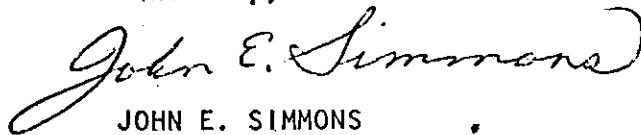
would involve major additional supervisory responsibilities on the part of the Executive Secretary.

In view of the foregoing, it was the belief of the Board of Officers that the contract between APCO and Rhett McMillian should be made more explicit in terms of the understanding that from time to time - solely in the discretion of the Board - provision for additional compensation to McMillian may be made if the funds are available and if the Board considers that the duties being imposed upon him warrant such additional compensation. It was also believed that, looking toward Project 13, the supervisory responsibilities that would devolve upon the office of the Executive Secretary should Project 13 be funded would warrant additional salary for the Executive Secretary, at the rate of \$6,600 per annum, with certain additional adjustments in other staff expenses, during the time that the project is underway and subject to the continued discretion of the Board. The funds for such additional payments would, of course, be included in the amount of the grant from LEAA.

After detailed review of these matters by the Board of Officers, meeting in Washington on October 25 and 26, 1973, the attached brief "Addendum to Agreement of August 18, 1972 Between APCO and J. Rhett McMillian, Jr.", was approved unanimously by the Board of Officers and is being forwarded to you in accordance with the procedure I have described above. It was the judgment of the Board of Officers that the agreement was merited and that the interests of APCO were fully protected in view of the fact that the question whether from time to time any additional compensation might be warranted remains solely within the discretion of the Board of Officers.

Best regards.

Sincerely,



JOHN E. SIMMONS  
President

JES:lc  
Executive Committee  
Board of Officers  
Irving McAndrew  
William M. Lee

ADDENDUM TO AGREEMENT OF AUGUST 18, 1972

BETWEEN APCO AND J. RHETT McMILLIAN, JR.

WHEREAS, J. Rhet McMillian, Jr. (McMillian) now serves as Executive Secretary of Associated Public-Safety Communications Officers, Inc. (APCO) pursuant to an agreement between McMillian and APCO (the Contract) dated August 18, 1972; and

WHEREAS, in specifying the salary in the Contract, it was recognized that in the future there might from time to time be responsibilities placed upon McMillian requiring time and effort going beyond those reasonably contemplated in the Contract and warranting additional compensation, to the extent deemed just and proper by the Board of Officers of APCO (the Board); and

WHEREAS, the Board now foresees the need to impose additional responsibilities upon McMillian in the near future, i.e., in addition to all current duties he will have a substantial supervisory responsibility for APCO Project Series 13, and desires that the Contract be clarified in accordance with the foregoing;

NOW, THEREFORE, the undersigned hereby agree that the Contract should be, and is hereby, modified to include the following additional provision:

- a) In the event that the Board imposes upon the Executive Secretary duties and responsibilities which, in the sole judgment of the Board, are deemed by the Board to demand time and effort which go beyond that considered by the Board to be reasonably encompassed within the salary provision set forth in this Contract, the Board may, in its discretion, specify additional compensation for the Executive Secretary in an amount, and subject to such terms and conditions, as the Board may deem to be proper; and
- b) If APCO Project Series 13 is approved and funded by LEAA the duties of the Executive Secretary will be greatly increased to include a substantial supervisory responsibility as a result of which the Board hereby approves additional compensation for the Executive Secretary at the rate of \$6,600.00 per annum, during such period as Project 13 is in being and the Executive Secretary discharges the overall supervisory responsibility, subject to direction of the Board, for such project and as the Board may determine that such additional compensation remains warranted.

OCT 18 1973

# Associated Public-Safety Communications Officers, Inc.

It's a privilege to be a P C O

J. RHETT McR... Executive Secretary

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October 18, 1973

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1975 NATIONAL CONFERENCE CHAIRMAN  
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WASHINGTON, D.C. 20044

FROM: The Executive Secretary *JRM*  
TO: The Executive Committee  
SUBJECT: Third Quarter Financial Report

Subject report is attached. It shows considerable gain over the report made for this period a year ago. The gain is largely due to the fact that we received an early Annual Conference Report from Mr. Ed Brundage, Chairman of the 39th Conference in Kansas City.

Ed Brundage deserves appreciation for his fine job. The complete returns are not yet in from Kansas City. As you can see in the attached, Ed's first financial return to the Association was in the amount of \$30,000. He expects to eventually report a return of around \$32,000.

A true comparison with last year's financial condition cannot be made until the next quarter, when the financial returns of both the 1972 and the 1973 Conferences will be taken into account.

However, it is interesting to note that last year at this time the Bulletin was \$5700 in the red and this year it is \$2500 in the red. Since the financial report is made on a cash basis, "in the red" only indicates the instant condition of cash flow. It does not take into consideration inventory and accounts receivable, payable, etc. The report indicates the Bulletin to be in sound financial condition.

Associated Police & Communications Officers, Inc.

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1974 NATIONAL CONFERENCE CHAIRMAN  
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 SAN DIEGO, CALIFORNIA 92102

August 29, 1973

TO: Project 14 Task Groups One and Two  
 FROM: Project Director *JEM*  
 SUBJECT: Combined Meeting Called

1. A combined meeting of Project 14 Task Groups One and Two is called for Thursday, September 20th and Friday, September 21st, 1973. The meeting will be held in the main conference room of the APCO legal firm of McKenna, Wilkinson and Kittner, located at 1150 Seventeenth Street, N.W., Washington, D. C. 20036.
- At the latest, it is suggested that members of the tasks groups, who are required to travel to Washington, might make return travel arrangements for departure any time after 2PM on Friday, September 21, 1973.
3. The purpose of the meeting is to generate and make input into the project from the various services represented on the task groups. After this is done, a decision will be made relative to the future type and level of activity of the Project.
4. In this regard, every effort will be made to provide task group members with copies of an RFP, looking toward extended Project work, for study prior to the time of the meeting. The RFP will propose the most substantial manner of meeting project objectives. Task group members are requested to bring recommendations as to whether the project work should be extended to this degree, or to what extent the proposed RFP approach might be scaled down in terms of funds and effort.
5. A proposed agenda for this meeting is attached. Also attached are sample executed forms which are required for reporting travel expense and time contributed.
6. It will be appreciated if task group members will make every effort to attend this important meeting, which will mark a major decision point in the Project. Confirmations of intent to attend the meeting will be gratefully received.
7. For those seeking reasonable lodging which is both convenient and acceptable, we suggest the Pick Lee House, 15th and L, Phone 202/DI7-4800. Members are requested to make their own travel and housing arrangements, which will be reimbursed to them upon submission of executed attached travel forms, several blank copies of which are also attached. In view of crowded conditions in Washington it is recommended that you make hotel reservations by phone. Identify your participation in an APCO meeting.

cc: Board of Officers, Counsel, Mr. McMahon, OTP

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Meeting Agenda - Step 2

Project #14

Task Groups One and Two

0900, Sept. 20 - 21, 1973

Offices of McKenna, Wilkinson and Kittner  
1150 Seventeenth Street, N.W.  
Washington, D. C. 20036  
202/296-1600

1. Convene.
2. Introduction and background of members.
3. Introduction of guests and observers.
4. Review of Project Objective, statement of purpose, current status.
5. Examination of initial questionnaire form and Steering Committee poll.
6. Questionnaire poll of Task Groups One and Two.
7. Discussion of results of questionnaire poll.
8. With this background, discussion of possible proposed RFP.
9. Decision in regard to future course of project.
10. Assignment of tasks to Groups.
11. Schedule reporting table.
12. Summary.
13. Time and place of next meeting.
14. Adjournment.

(Sample D.O.C. Survey Questionnaire)

APCO Project No. #14

BREVITY CODE SURVEY QUESTIONNAIRE

Date \_\_\_\_\_

1. Of the \_\_\_\_\_ (number of) public safety (Law Enforcement - Police, Fire, Conservation, Highway, Emergency, Local Government, Civil Defense, etc.) agency radio systems included in your statewide communication planning, \_\_\_\_\_ (number of agencies) are now using a type of numerical brevity code, to some extent, as follows: APCO Ten Signals \_\_\_\_\_ (number of agencies); Q Signals \_\_\_\_\_ (number of agencies); Other (type signals and number of agencies): \_\_\_\_\_  
\_\_\_\_\_
2. Of the remaining number of the above agencies which are not using a numerical brevity code, the following are using instead:
  - a. Specially phrased English language \_\_\_\_\_ (number of agencies)
  - b. Combination numerical code and specially phrased English language \_\_\_\_\_ (number of agencies).
  - c. Plain English language \_\_\_\_\_ (number of agencies).
3. Of the total number of the above (1) agencies, the following are using phonetic alphabets:
  - a. APCO \_\_\_\_\_ (number of agencies).
  - b. International \_\_\_\_\_ (number of agencies).
  - c. Other (type of alphabet and number of agencies). \_\_\_\_\_
  - d. None: \_\_\_\_\_ (number of agencies).
4. Will you please attach, or send us samples of (1), (2) and (3) above as soon as possible: Yes \_\_\_\_\_ No \_\_\_\_\_.
5. In numerical order of preference, beginning with a top value of (1) and an ending low value of (8) but duplicating rating numbers when values appear to be equal, how do those of your public safety agencies who do use brevity codes rate their benefits:
  - a. Saves air time (speed): \_\_\_\_\_ (rating ) \_\_\_\_\_ (number of agencies).

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- b. Fewer repeats (clarity): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- c. Uniformity (systems intercommunication ability): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- d. Useful privacy (less public impact): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- e. Conciseness (understanding): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- f. High ambient noise effectiveness (readability): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- g. Conserves dispatch center resources (logging, reading, material): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- h. Contributes to over-all discipline in the system (efficiency): \_\_\_\_\_ (rating) \_\_\_\_\_ (number of agencies).
- i. Other: \_\_\_\_\_  
\_\_\_\_\_

Have you, or any agency in your state, made a definitive study of the efficiency and effectiveness of a numerical code versus plain language or selected language phraseology: Yes \_\_\_\_\_ No \_\_\_\_\_. If the answer is Yes, will you please send us a copy, with invoice attached in event cost is involved, of each of these studies: Yes \_\_\_\_\_ No \_\_\_\_\_.

- 7. If the reply to (6) above is No in regard to studies not having been made, do you have the resources available to mount such a definitive study of the relative value of numerical brevity code versus stylized or plain language usage: Yes \_\_\_\_\_ No \_\_\_\_\_. If Yes, please furnish us with your outline of suggested method, measurement criteria, and time required.
- 8. In regard to your own statewide communication planning, how does your own staff rate the use of numerical brevity codes versus plain or stylized language in regard to:
  - a. Centralized dispatch centers: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.
  - b. 911 Center intercommunication: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.
  - c. Emergency Medical Radio systems: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.
  - d. Common statewide channel usage: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.

- e. Emergency Preparedness and Civil Disaster systems: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.
- f. Consolidated systems: Useful \_\_\_\_\_ Not Useful \_\_\_\_\_.
- g. Other: \_\_\_\_\_

- 9. Do you think the majority \_\_\_\_\_ or minority \_\_\_\_\_ or none \_\_\_\_\_ of conceivable system conditions or agency tactical situations should be identified by means of numerical brevity code symbols \_\_\_\_\_ or selected language phraseology \_\_\_\_\_ or plain language \_\_\_\_\_.
- 10. Do you think a single uniform system of numerical brevity codes \_\_\_\_\_ or selected language phraseology \_\_\_\_\_ or none \_\_\_\_\_ should be designed which will be limited to the more important conditions and situations \_\_\_\_\_, or should each public safety radio service have its own particular such system of numerical brevity codes \_\_\_\_\_ or selected language phraseology \_\_\_\_\_ or none \_\_\_\_\_.
- 11. Do you think that the recent advent of digital and computerized communication equipment speaks for \_\_\_\_\_ or against \_\_\_\_\_ the use of a numerical brevity code.
- 12. Your attached constructive criticism of this survey, and its objective, is requested.

Note: \*Brevity Code: a pre-selected set of numbers, or words or language phrases, or combinations, each of which identifies a particular system element condition or agency tactical situation.

Task Group One

- Mr. Arnold Carver: Chief, Communications Division, State of California, 2025 19th Street, Sacramento, California 95818, 916/445-2964
- Mr. Larry Dooling: Manager, Division of Telecommunications, Department of General Services, Room 719, State Office Building, Springfield, Illinois 62706, 217/525-3600.
- Mr. Edward J. Mason: Director, Division of Communications, Office General Services, 24th Floor, A. E. Smith State Office Building, Albany, New York 12225, 518/474-2121.
- Mr. Harry Roderick: Communications and Warning Research, Defense Civil Preparedness Agency, Washington, D. C. 20301, 202/695-6673.
- Captain S. J. Stephany: U.S. Coast Guard Rescue & Emergency Medical Services Division, Office of Standards Development and Implementation, U.S. Department of Transportation, National Highway Traffic Safety Admn., Washington, D. C. 20591 202/426-2598.
- Lt. Irving E. McAndrew: Immediate Past President, APCO. Communications Officer, Vermont Dept. of Public Safety, Montpelier, Vermont 05602, 802/828-2141.

Chairman

Mr. Donald Allen  
 Director,  
 Division of Telecommunications  
 Department of General Services  
 Tallahassee, Florida 32302

Task Group Two

- Mr. Walter J. Thomas: Associate Administrator, North Hills Passavant Hospital, 9100 Babcock Boulevard, Pittsburgh, Pennsylvania 15237.
- Mr. Henrik E. Stafseth: Executive Director, American Association of State Highway Officials, 341 National Press Building, Washington D. C. 20004, 202/628-2438.
- Mr. Donald M. O'Brien: General Manager, International Association of Fire Chiefs, Inc., 1725 K Street, N.W., Suite 1112, Washington, D. C. 20006, 202/833-3420.
- Mr. William E. Burnette: Secretary, American Medical Association, 535 North Dearborn Street, Chicago, Illinois 60610, 312/751-6000.
- Mr. Robert E. Walker: President, Forestry, Conservation Communications Association, Division of Forestry, Collins Building, Tallahassee, Florida 32304
- Mr. Eugene S. Goebel: Communications Officer, Illinois State Office of Civil Defense, 111 East Monroe Springfield, Illinois 62701.

Chairman

Mr. Roger Reinke  
 Assistant Director,  
 Professional Standards Division  
 International Association of Chiefs  
 of Police  
 Eleven Firstfield Road  
 Gaithersburg, Maryland 20760  
 301/948-0922

AUG 14 1973  
AUG 1 1973

September 13, 1973

TO: Board, Presidents and Secretaries, Counsel, Executive Committee  
FROM: The Executive Secretary  
SUBJECT: Minutes of Board Meeting, Muehlebach Hotel, Kansas City Mo., 8/17/73

Meeting convened at 9:30 AM by President Simmons. Present were President Elect Miller, First Vice President Devine, Second Vice President Armitage, Immediate Past President McAndrew, Executive Secretary McMillian.

McMillian was directed to furnish Mr. Armitage with a telephone credit card. Mr. McAndrew spoke of the possibility of having a meeting in the near future with the Attorney General. Simmons is to write thank you letters to persons in the Federal Communications Commission, and others, who contributed to the success of the 39th Conference. McMillian is to send thanks you letters to others who contributed upon request of the Board. McMillian is to send Simmons a copy of Lt. Missailities letter which accepts the Chairmanship of the 1976 Conference to be held in New York City. McMillian to draft the standard letter for this purpose.

Mr English, Chairman of the Resolutions and ByLaws Committee, will be asked to begin a comprehensive rewrite of the National Constitution and ByLaws. Mr English is to also embark upon a program of comparing the individual Chapter C and B's with that of the Association.

Mr. Simmons will ask Mr Armitage to assist in further developing and writing the Secretaries Manual. Mr. Devine offered to assist in the further development and writing of the Conference Manual. It was agreed that the CIC Conference Manual would form the basic core of the Association's Conference Manual.

Mr. Simmons stated that it was his intention to appoint an ad hoc commercial advisory committee and he asked for recommendations of names for that purpose.

McMillian is to continue with work on Projects 11 and 14 and to keep the Board advised in these matters.

Mr Simmons read the Board the recent letter from the Kansas Chapter which asked for more emphasis on training programs for the membership at national conferences. The major obstacle in this planning is that of finding a suitable training facility for operators and dispatchers. This matter is to be an item for discussion for Project 11.

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A brief discussion was held in regard to planning for the San Diego Annual Conference in 1974. The Board would like the daily program to begin at 9 AM with the exception of the Opening Breakfast, which would still begin at 8 AM. The regular FCC Panel and the Board, or Stockholders, Panel are to be continued. The Spectrum Management Panel may be deleted. The Coordinator Panel is to be continued. It was decided to add a half day after the close of the regular four day session, to be set aside for a President's and Secretaries meeting. It is also possible that a Coordinator Meeting may also be held at the same time during the half day session. Lunch is to be provided during the half day sessions.

The IACP is to be asked to provide additional support for our legal fee increase. McMillian to draft a letter to that effect for Mr. Simmons.

Mr. Miller will retype amended resolution No. 14 and take it with him to the coming IACP meeting. He is to present this resolution to the IACP Communications Committee and ask for its support.

It was also decided that there will be no Past President's Cocktail Party in San Diego, due to poor attendance. Instead, a bottle of wine will be served at a table occupied by a Past President during the Annual Banquet.

The Board gave further consideration to the matter of the Chapter commission earned from Annual Conference proceeds. Among those possibilities touched upon were that perhaps the earnings should be directed toward a specific purpose, such as providing travel to Annual Conferences for important Chapter members, or perhaps to build a fund which can be used for large scale endeavors, such as coordinator and President and Secretaries meetings during the year.

It was agreed that Board policy at this time would be to the effect that commission would be paid only on the net proceeds of Annual Conferences, and that Conference expense would include that of the Board while in attendance at a Conference. Board, in this instance, is defined as the Officers, Counsel, and Executive Secretary.

Mr. Devine stated that he was going to attempt to get the Atlantic Chapter to make another contribution from its Conference earnings to the Central Office. He requested McMillian to make a list of items needed at the Central Office so that he can give this matter further consideration.

The Board discussed, at some length, rejected Resolution No. 1 which had been offered by the Northern California Chapter. It was the general feeling that the resolution had merit in part, and that further consideration of some of the basic intent incorporated in that resolution should be given additional thought. McMillian

stated that during the general rewriting planned during the coming year for the Association C and B, he and Mr English would keep these considerations in mind and the Northern California Chapter would be contacted at such time as proposed amendments were being drafted.

In this regard, and because of the cooperative attitude expressed by the Conference Quorum in this matter, the Central Office is to continue to handle the membership reporting of the Northern California Chapter as it had in the past. However, it was made clear that the billing and collecting of BULLETIN subscriptions would be handled only by the Central Office.

The Board then took up the matter of the funding of Project Thirteen, the first phase of the AFCC Information System. This matter had previously been discussed with Mr. Ashton from LEAA in Washington, DC. The Board agreed unanimously that, provided the proper funding is made and the time for the execution of the project is approved, it would approve a grant agreement with LEAA for the purpose of implementing Project Thirteen.

This conclusion was reached in view of the fact that the project, while of significant size and requiring a considerable degree of effort, would provide beneficial services to the two-way land mobile public safety communications community in terms of the provision of useable and practical guidelines for planning, for workshops conducted for the purpose of the up-grading methods, and as the first step in reaching the final goal of establishing a continuing AFCC Information Exchange System in Telecommunication planning. The Board, therefore, will continue negotiations with LEAA until final decisions are reached in this matter.

The Board agreed to delete Project 4, the Official Ten Signal List, in view of the fact that its subject matter is now included in that of Project Fourteen - A study of Voice Brevity Codes. McMillian advised that we was planning to call a meeting of Task Groups Two and Three of Project 14 during the week of September 16, 1973.

The Board adjourned at 2 PM as moved by Devine and seconded by Armitage.

TO: Board, Executive Committee, Presidents and Secretaries, Counsel  
FROM: The Executive Secretary  
SUBJECT: Minutes of Presidents and Secretaries Meetings During 39th Annual Conference

These meetings occurred during luncheons on Augst 14 and 15, 1973 at the Muehlebach Hotel in Kansas City, Mo.

It was suggested that the Chapters be furnished with a list of the Life Members of the Association, or that such a list be published yearly in the BULLETIN. One or both of these methods will be employed in the future.

In this regard, McMillian said that the Central Office needs from each Chapter the names of those members now on their membership rolls who are listed as Honorary Members under the old national C and E (National Honorary Members). Persons so listed are eligible for consideration as Life Members.

It was recommended that three extra copies of each issue of the BULLETIN be sent to each Chapter Secretary in order that they may meet requests for samples. Action will be taken on this matter in the near future.

Also, each Chapter will be furnished with a list of the publications which are available at the Central Office.

It was suggested that several copies of each Annual Conference program be supplied to the Chapter Secretaries in order that they may help distribute them and thus create interest in the meeting. This suggestion will be carried out.

The Central Office was asked to determine if it could obtain a volumn- discount on Polaroid cameras which could take good black and white pictures of events which happened during Chapter meetings. ( This price has been received: in lots of twelve or more the Polaroid model 420 can be obtained for \$50 each. This camera retails for \$71, will take black and white or color pictures, is complete with flash attachment and equipped with electric shutter. Those Chapters sending in orders for this camera, with check attached, will receive this camera postpaid within a couple of weeks. All Chapters are urged to take advantage of this offer in order that pictures can be submitted to the Central Office along with their Chapter minutes. Total orders, within 6 months, must equal 12 or more cameras. However, the Central Office will ship orders as they are received, taking the chance that the total number of orders will meet this total number within the required time frame. If and when this goal is met, the camera company will refund the Central Office for those cameras shipped singly at the regular price prior to the time the total of 12 is reached).

The Central Office was asked to provide to the Chapters the names of those Chapter Executive Committmen who responded in writing to polls made of that body during the past year. This list is shown below.

The group voted to hold half day meetings on the day following the adjournment of the Annual Conferences, since there should be no additional cost involved ( lunch-  
eon will be provided). President Simmons is to poll the Chapters in this regard ( to  
save time and effort, it is requested herewith that this matter be brought before each  
Chapter and President Simmons be advised of the decision in this matter).

The group expressed a need to have a copy of the dues structure now employed  
by each individual Chapter. Information to this effect will be found attached.

All Chapters are herewith requested to send a copy of their Constitution and  
ByLaws to Mr Charles English, Chairman APCC Resolutions and ByLaws Committee, Box  
205, Swannanoa, North Carolina 28778. It was agreed that Mr English would examine and  
comment on these documents in an effort to determine the amount of variance which may  
exist between them and the Association's Constitution and ByLaws. This information will  
be useful in researching possible needs for amendments to the National C and B, and,  
to alert the Chapters to possible needs for revising their documents in order that  
they might better conform to National requirements.

McMillian spoke of the need for prompt reporting of Chapter meetings, which he  
defined as action taken within thirty days of the adjournment of a meeting. Prompt  
membership reporting is also necessary, in order that a true picture of the membership  
strength of the Association is to be maintained as verification of our claims when  
made in formal proceedings. Since the National C and E requires that at least two  
Chapter meetings be held each year, it would seem that the best way to document that  
such a requirement has been met would be to send in to the Central Office a copy of  
the minutes kept of such meetings. A definition of minutes, he stated, can be found  
in Roberts Rules of Order.

The Executive Secretary thanked the group for its willingness, dedication and  
cooperation and recited his desire to be of assistance to the Chapters.

Shirley Missouri Jan - 1 - Dec 31  
 Joe Lewis Missouri Jan 1 - Dec 31  
 Myron Meador Texas Officers - October (Annual Meeting)

Joe D. Trowbridge, Texas  
 Wayne E Woods, Iowa OFFICERS - JULY - 1  
 Jack Allen Iowa  
 Rex McFerman Kansas Officer Sept. 10

ROGER D HARMON AZ NOVEMBER (LAST MEETING OF YR)  
 Stanley L. Hopkins Fla. MID. JUNE  
REC 74 Nat'l Conf CHAIR.  
 EDDIE SIMON - CPRA Jan 1 - DEC 31

Geo K. Buntow Jan 1 - Dec 31  
 Bill Folske Mich. Jan 1 - Dec 31  
 RUSSELL ROBINSON MICH JAN 1 - DEC 31

WILLIAM DOW ILLINOIS CHAP YR JAN 1 - DEC 31  
 OFFICERS JAN 1 - DEC 31  
 LOU LA BLONDE PRES WISCONSIN MID MAY

ROBERT J HASEK ILLINOIS FOR DOW  
 (OFFICERS: MAY TO MAY)  
 Samuel H. Levinson Northwest (Annual Meeting)

WATE McCLURE ID See ABW  
 Alan P. Armitage Abante Approx Nov. 1<sup>st</sup> of following

Charles S. Longfellow - District #1 July

Carl J. Spornoff - President Colo/Wyo TAKE OFFICE JAN.

Harold R. Rumbauer - Mid-Eastern - October

Frank Mc Andrew

J. D. McMillan, Jr.

Ernest McMillan

Jack Sauer	Texas
B. L. Montgomery	Idaho
Ge. Quilley	Mo.
Harold Rohlfhaus	Mo.
Ronald McFerman	Mid Eastern
ROGER D. HARMON	Kansas
Myron E. Meador	AZ
Wm L. Miller	Texas
FRANK DEVINE	CHGO ILL
Joe D. Trowbridge	ATLANTIC
Carl Spensard Jr.	Texas
MARION J. HENSON	Colorado
Jerry Campbell	NORTHERN CALIF.
CHARLES ENGLISH	CPRA
WAYNE E. WOODS	NORTH CAROLINA
RUSSELL ROBINSON	IOWA
Bill Folske	DETROIT, MICHIGAN
Alan L. Armitage	ANN ARBOR Mich.
	Atlantic Chapter

SAM LEVINSON	N.C.H.F.C.C.
J. DON SHELDON	NORTHWEST N.C.
DAVE CROCKETT	C.P.R.A.
CURT WHEELING	MONTANA
WAVE MCGUAB	ILLINOIS
JOHN E. SIMMONS	APCO
IRVING Mc ANDREW	APCO
STANLEY L. HAWKINS	FLORIDA
CHADLON BALE	MID EASTERN
W.M. MULLONG	APCO
EMERSON Mc MILLIAN	APCO
ROBERT SEAJEL	ILLINOIS
WILLIAM B. DOWDY	ILLINOIS
FRANK DEVINE	

NAME	APCO LIFE MEMBERS	CHAPTER
JAMES E. BARR	H	MID-EASTERN
ROBERT L. BATTS	H	ILLINOIS
HOWARD P. BLACK	A (Deceased)	FLORIDA
EDWIN C. DENSTAEDT	H	MICHIGAN
PAUL E. FRANKLIN	H	TEXAS
WILLIAM M. GAMBLE	A	ATLANTIC
FRED M. LINK	C	ATLANTIC
J. RHETT McMILLIAN, JR.	A	FLORIDA
JOHN A. McCORMICK	C	VIRGINIA
F. VIC MACHIN	C	ILLINOIS
BROWER C. McMURPHY	C	N. CALIFORNIA
DR. DANIEL E. NOBLE	H	ARIZONA
VAUGHN I. PARRY	H	C. P. R. A.
HARVEY PLATT	H	C. P. R. A.
QUINN TAMM	H	MID-EASTERN
WILLIAM E WHITING	H	C. P. R. A.
WALTER B. WILLIAMS	H	MICHIGAN
JOHN McCUE	H	FLORIDA



GRANTLE FEES SCHEDULE FOR 1973

ARIZONA

TIVE .....	\$30.00
COMMERCIAL.....	50.00
ASSOCIATE .....	30.00
ENGR/TECH .....	15.00
OPERATOR .....	10.00

ATLANTIC

ACTIVE.....	\$25.00
COMMERCIAL.....	45.00
ASSOCIATE .....	25.00
ENGR/TECH .....	10.00
OPERATOR .....	7.00
HONORARY .....	2.00
GOVERNMENTAL .....	25.00

C.P.R.A.

ACTIVE.....	\$30.00
COMMERCIAL .....	50.00
ASSOCIATE .....	30.00
ENGR/TECH .....	30.00
OPERATOR .....	30.00

COLORADO-WYOMING

ACTIVE .....	\$22.00
COMMERCIAL .....	37.00
ENGR/TECH .....	10.00
OPERATOR .....	5.00
HONORARY .....	2.00

FLORIDA

ACTIVE .....	22.00
COMMERCIAL.....	37.00
ENGR/TECH .....	10.00
OPERATOR .....	7.00
HONORARY .....	2.00
ASSOCIATE .....	22.00

GEORGIA

ACTIVE .....	\$25.00
COMMERCIAL .....	40.00
ASSOCIATE .....	25.00
GOVERNMENTAL(1 or 2) .....	30.00
ENGR/TECH .....	13.00
OPERATOR.....	13.00
SUSTAINING .....	300.00

ILLINOIS

ACTIVE.....	\$25.00
COMMERCIAL.....	40.00
ENGR/TECH .....	15.00
OPERATOR.....	8.00
ASSOCIATE.....	25.00

INDIANA

ACTIVE.....	\$25.00
COMMERCIAL.....	40.00
ASSOCIATE .....	25.00
ENGR/TECH .....	13.00
OPERATOR.....	10.00
HONORARY .....	2.00

INLAND EMPIRE

ACTIVE.....	\$23.00
COMMERCIAL.....	38.00
ASSOCIATE.....	23.00
ENGR/TECH.....	11.00
OPERATOR.....	8.00

INTERMOUNTAIN

ACTIVE.....	\$23.00
COMMERCIAL.....	38.00
ASSOCIATE .....	23.00
ENGR/TECH .....	11.00
OPERATOR.....	8.00

IOWA

ACTIVE.....	\$25.00
COMMERCIAL.....	40.00
ASSOCIATE.....	25.00
ENGR/TECH.....	10.00
OPERATOR.....	10.00
HONORARY.....	2.00

KANSAS

ACTIVE.....	\$22.00
COMMERCIAL.....	37.00
ASSOCIATE.....	22.00
ENGR/TECH.....	10.00
OPERATOR.....	7.00
HONORARY.....	2.00

MICHIGAN

ACTIVE.....	\$24.00
COMMERCIAL.....	39.00
ASSOCIATE.....	24.00
ENGR/TECH.....	12.00
OPERATOR.....	9.00
HONORARY.....	2.00

MID-EASTERN

ACTIVE.....	\$25.00
COMMERCIAL.....	40.00
ASSOCIATE.....	25.00
ENGR/TECH.....	13.00
OPERATOR.....	10.00
GOVERNMENTAL.....	35.00
HONORARY.....	2.00

MISSISSIPPI

ACTIVE.....	\$21.00
COMMERCIAL.....	35.00
ASSOCIATE.....	21.00
ENGR/TECH.....	9.00
OPERATOR.....	6.00
HONORARY.....	.....

MINNESOTA

ACTIVE.....	\$22.00
COMMERCIAL.....	37.00
ASSOCIATE.....	22.00
ENGR/TECH.....	10.00
OPERATOR.....	7.00
HONORARY.....	2.00

MISSOURI

ACTIVE.....	\$22.00
COMMERCIAL.....	37.00
ASSOCIATE.....	22.00
ENGR/TECH.....	10.00
OPERATOR.....	7.00
HONORARY.....	2.00

NEW MEXICO

ACTIVE.....	\$24.00
COMMERCIAL.....	39.00
ASSOCIATE.....	24.00
ENGR/TECH.....	12.00
OPERATOR.....	9.00

NORTH CAROLINA

ACTIVE.....	\$25.00
COMMERCIAL.....	40.00
ASSOCIATE.....	25.00
ENGR/TECH.....	13.00
OPERATOR.....	10.00

CHAPTER DUES STRUCTURE FOR 1973

NORTHERN CALIFORNIA

ACTIVE.....\$30.00  
 COMMERCIAL..... 50.00  
 ASSOCIATE..... 30.00  
 ENGR/TECH..... 18.00  
 OPERATOR..... 15.00  
 SUPPORTING.....250.00  
 HONORARY..... 2.00

NORTHWEST

ACTIVE.....\$25.00  
 COMMERCIAL..... 45.00  
 ASSOCIATE..... 25.00  
 ENGR/TECH..... 15.00  
 OPERATOR..... 10.00  
 SUSTAINING.....350.00  
 GOVERNMENTAL.....As per

OHIO

ACTIVE.....\$25.00  
 COMMERCIAL..... 40.00  
 ASSOCIATE..... 25.00  
 ENGR/TECH..... 12.50  
 OPERATOR..... 7.50  
 HONORARY..... 2.00

TENNESSEE

ACTIVE.....\$22.00  
 COMMERCIAL..... 37.00  
 ASSOCIATE..... 22.00  
 ENGR/TECH..... 10.00  
 OPERATOR..... 7.00

TEXAS

ACTIVE.....\$25.00  
 COMMERCIAL..... 40.00  
 ASSOCIATE..... 25.00  
 ENGR/TECH..... 12.00  
 OPERATOR..... 8.00  
 GOVERNMENTAL..... 35.00  
 HONORARY..... 2.00

UTAH

ACTIVE.....\$30.00  
 COMMERCIAL..... 50.00  
 ASSOCIATE..... 30.00  
 ENGR/TECH..... 13.00  
 OPERATOR..... 10.00  
 HONORARY.....No Dues

VIRGINIA

ACTIVE.....\$22.00  
 COMMERCIAL..... 37.00  
 ASSOCIATE..... 22.00  
 ENGR/TECH..... 10.00  
 OPERATOR..... 7.00

WISCONSIN

ACTIVE.....\$25.00  
 COMMERCIAL..... 40.00  
 ENGR/TECH..... 13.00  
 HONORARY..... 2.00

MONTANA

ACTIVE.....\$25.00  
 COMMERCIAL..... 50.00  
 ASSOCIATE..... 25.00  
 ENGR/TECH..... 11.00  
 OPERATOR..... 6.50  
 HONORARY..... None

KENTUCKY

ACTIVE.....\$25.00  
 COMMERCIAL..... 45.00  
 ASSOCIATE..... 25.00  
 ENGR/TECH..... 15.00  
 OPERATOR..... 7.00

AUG 12 1973

August 13, 1973

TO: Board of Officers, Presidents and Secretaries, Counsel, Executive Committee

FROM: The Executive Secretary

SUBJECT: Minutes of Executive Committee Meeting, Muehlebach Hotel, Kansas City, Mo.  
August 12, 1973.

Meeting convened at 9:00 A. M. by President McAndrew. The roll was called and the establishment of a Quorum confirmed. The delegates were identified and seated. Visitors and guests were recognized, among whom were a contingent from Montana which was prepared to make formal application for a charter for a chapter in that state.

The Executive Secretary certified that all the requirements for establishing a chapter had been met by the Montana group. Without further ado, the Montana delegation was recognized and its delegate seated at the table. President McAndrew executed a charter for that group.

The minutes of the last meeting of the Executive Committee as distributed were approved. The following names were recommended and approved for life membership: Mr. William Gamble, Mr. Howard Black, Mr. Paul Franklin and Mr. James E. Barr. The name of Mr. Vaughn I. Parry was offered for life membership by the California Public-Safety Radio Association and it was moved by Campbell, seconded by Sowle that Mr. Parry and Mr. Harvey Platt be accepted as life members. Motion carried with a nay being registered by Mr. Frank Devine.

Mr. Charles Pippen was not approved as a life member.

The Executive Secretary was directed to send the Chapter Secretaries the names of all life members now appearing on the Association membership roll at the Central Office.

Mr. Flood moved, Armitage seconded, that Mr. John McCue be awarded a life membership. The motion was adopted unanimously.

Executive Secretary McMillian presented the budget proposed for the fiscal year 1973-74 and after considerable discussion the amended budget as recommended by the Board of Officers was unanimously approved upon a motion by Campbell and seconded by McClure.

Mr. Joseph Kittner spoke to the Executive Committee in regard to the mounting cost of his services and the problems of meeting these demands in view of the amount of retainer as is now approved. McAndrew reported that the Board recommended additional adjustments in fee at such time as they may be considered possible by the Association.

Mr. Kittner commented about the important persons who would be attending the Conference, particularly those from the Washington regulatory scene and from the highest levels of industry. He spoke of the different dockets proceedings he had been engaged in and about different matters which are coming to light in the future. He commended Bill Lee on the job he did on the matter of advising the Association about the International Marine Frequency matter. He said that the FCC was attempting to get a decision out in regard to the 900 MHz docket, and that some comments he had heard in the capitol city were those which asked why public safety agencies should not pay their own way in matters of channel allocations and the profitable use of the spectrum. He commented upon the prodigious amount of work which had been done during the past year by the Board of Officers, particularly in regard to docket procedures.

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Under the item of Project reports, the matter of the Public Safety Communications Equipment Procurement Guidelines was discussed at some length. Simmons explained the project objectives and proposed methods of use. He would like to get this project reported out this year. It was the consensus of opinion that the project needed additional revision and some language correction before it could be released. After this is accomplished, however, it was recommended that the guideline be sent to some representative user group or groups for their comments on how applicable and useful the guideline proved to be.

McMillian made a report on Project 14, The Brevity Code Study. He advised that an RFP was being prepared for the purpose of expanding and extending this study and that there would be more information coming from his office in this regard in the near future.

McMillian also reported on Project 13, the first phase of the APCO Information System study. He explained the importance of the proposed study and the possible effect it may have on the Association membership and on professional law enforcement communications in general. He stressed the need for APCO members to cooperate in performing this work. McMillian also reported on the status of Project 11, the proposal to establish a nationwide operator and dispatcher training course. He brought the Executive Committee up to date on this matter and promised to have a more definitive and possible final recommendation on project in the near future.

President McAndrew explained the work of the ad hoc committee he had established for the purpose of recommending a common nationwide law enforcement frequency. McAndrew stated that he was of the opinion that some work would be done on this project during the Conference, as many of the committee members were present and had given indications of desiring to finalize this matter during the week. Elmer Eymann from the Illinois Chapter is the chairman of this committee. The EMS study is still a major project remaining underway. President McAndrew was fortunate in obtaining knowledgeable people to work at this task and expects the Association to receive some comment from that group soon. One of the decisions that APCO has to make, stated President McAndrew, was whether or not to consider broadening its membership classifications eligibility in a manner which might include more of those people interested in and engaged in emergency medical communications services work.

The OTP grant to the IACP for the purpose of studying the possible application of CATV cable systems to law enforcement communications was explained to the Executive Committee. When President McAndrew asked the Executive Committee to express its wishes in this matter, it was moved by McClure and seconded by Campbell that APCO enter into an agreement with IACP for the purpose of the project. The motion was unanimously adopted.

The Executive Committee adjourned at 12 noon and reconvened at 1:30 P. M.

Mr. Simmons made a point to recognize Bob Leo in order to give him deserved credit for his work in forming the new Montana Chapter. The Executive Committee expressed its appreciation in this matter to Mr. Leo.

President McAndrew read copies of correspondence with the President of the Mississippi Chapter in regard to the problem of that Chapter charging coordination fees. Since the Association was on record as opposing the charging of coordination fees, President McAndrew felt that the Executive Committee should know about and discuss the matter.

After considerable comment, the Board agreed that the President should advise the Mississippi Chapter that the charging of coordination fees was counter to a basic policy of this Association. The Association will take no further action in this matter until, or unless, the Mississippi Chapter refuses to comply with this policy.

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Mr. Ed Brundage, Chairman of the 1975 Conference came into the room at this point and made his report in person. It was evident Ed had the situation well under control. His committee members were on hand and hard at work which indicated that a good conference would be the result of his planning and concerted efforts. Executive Secretary McMillian expressed his personal gratitude to Mr. Brundage for his cooperation and understanding of the problems of the Association and the effect the Conference program had on the Association progress.

McMillian made a few brief comments regarding the level of Chapter activity and the general responsiveness of the Association to requests for information and polls. In regard to the matter of certain Chapters not having formally reported their meetings, it was moved by Flood and seconded by Simmons that the Board spell out the criterion for chapter reporting and make it known to the Chapters. After some discussion, Devine moved for the motion to be tabled, seconded by Miller. Motion was carried, but not unanimously. Armitage then moved, seconded by Dunn, for the Board to advise the Chapters of a requirement for them to send copies of their meeting minutes to the Central Office in order to document and certify that the Chapters had held such meetings. The motion was unanimously adopted.

President McAndrew stated that, after compiling all late reports from Chapters, the Association had gained over 100 new members during the past year.

Mr. Bernard Flood was recognized by the Executive Committee and congratulated upon his entering into the employment of the national LETS Association as its National Executive Director.

President Elect John Simmons gave a brief outline of his program for the coming APCO year. He exhibited charts and diagrams of the committee structures and their objectives and assignments.

Mr. Armitage inquired if there had yet been written a Secretaries Manual. President McAndrew replied that he expected to be given a draft of this manual by Bob Hajek during the conference.

Mr. Bob Myers was present at the Executive Committee meeting and gave a short report of his accomplishments in beginning the planning & staffing of committees for the 1975 Conference to be held in Washington, D. C.

Mr. Don Griffin of Pomona, California reported for Chairman Eddie Simon in regard to the progress of the planning and status of accomplishments for the 1974 meeting in San Diego, California. Don is the chairman of the exhibit committee for the Conference and he stated that goal was to sell 150 booths at that meeting. Mr. Simmons also spoke of the work progress of the 1974 Conference committee and gave a description of the hotel property and grounds where the Conference will be held.

Mr. Frank Devine gave a short report on the planning and work accomplishments for the 1976 Conference committee. He stated the Hotel Americana had been selected as the site of that Conference which will be held in New York City during the week of the 8th of August, 1976.

Mr. Chuck English then appraised the resolutions and explained the criterion he used for that purpose.

Resolution #1: It was moved by Simmons, seconded by Bender to reject Resolution #1. The motion was adopted but not unanimously.

Resolution #2: It was moved by McClure, seconded by Dunn to adopt this Resolution. The motion was adopted unanimously.

Resolution #3: It was moved by McClure, seconded by Devine to adopt this Resolution. The motion was adopted unanimously.

Resolution #4: It was moved by Dunn and seconded by McClure to reject this resolution. Mr. Sowle spoke in support of the Resolution. The motion to reject the Resolution was adopted but not unanimously.

Resolution #5: It was moved by McClure and seconded by Devine to adopt this Resolution. Flood moved to table the Resolution seconded by Miller. Motion to table was adopted.

Resolution #6: It was moved by Bender, seconded by Wheeling to reject this Resolution. Hale spoke in favor of the resolution, Hawkins spoke in favor, Dunn spoke in favor, Armitage spoke in favor and Don Griffin also spoke to the general issue of commercial dues. Simmons stated that it may be best to leave commercial dues as they are since it may be necessary in the future to raise dues again, but in other categories than commercial members. The motion to reject this Resolution carried by a vote of 16 to 6.

Resolution #7: It was moved by Devine, seconded by Blascak to adopt. Upon motion by Sowle, seconded by Dunn it was agreed to amend the Resolution so that secret ballot would not be required unless there was more than one candidate for office. The motion to adopt the amended Resolution carried unanimously.

Resolution #8: It was moved by Sowle and seconded by Dunn to adopt this Resolution. The motion was adopted unanimously.

Resolution #9: It was moved by Bender and seconded by Blascak to reject this Resolution. The motion was defeated but not unanimously.

It was then moved by Flood and seconded by Simmons to adopt this Resolution. The motion carried but not unanimously.

Resolution #10: It was moved by Bender and seconded by Campbell to reject this Resolution. The motion was adopted unanimously.

The rest of the Resolutions, Numbers 11,12 and 13 which were thank you Resolutions written by Mr. English were moved for adoption by English, seconded by Carlisle and all adopted unanimously.

Mr. Russ Robinson spoke briefly to the Executive Committee and asked for its support of the Detroit, Michigan bid for the 1978 Conference in that city, since that year would mark the 50th two-way radio anniversary in which the City of Detroit had played such a significant role. Mr. Blascak also asked for the Executive Committee support for this purpose.

Mr. Miller asked the Executive Committee for its support for the Chicago bid for the annual conference in Chicago in 1977.

By unanimous consent, the Executive Committee recessed at 5:00 P. M.

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Name	Roll Call	Chapter
John Summers		<del>Mid</del> - also
Myron E. Meador		Texas
Art Soule		Northern Calif (nevada)
Barney Carlisle		Kansas Chapt.
Weldon Hale		Mid Eastern Chapter
BERNARD FLOOD		PAST-PRESIDENT
W. M. Lu		" "
Frank Campbell		Indiana
George Kellam		Virginia
Stenby S. Hawkins		Florida
CURT WHEELING		MONTANA
DAVID BENDER		OHIO
Albert C. Blascak		Michigan
CHARLES F. ENGLISH		NORTH CAROLINA
Donald A. Grippie		California
Jack Seuer		IOWA
NORVEL ROLLINS		WISCONSIN
Alan L. Armitage		Atlantic
NATHAN D. McCLUSE		Illinois
Joseph m. Kitzner		Communications Council
WILLIAM L. MILLER		1st Vice Pres.
Frank Devine		2nd Vice President
M. Anderson		Past Pres
Bert McMillan		Executive Secretary

AUG 11 1973

September 13, 1973

TO: Board, Counsel, Presidents and Secretaries, Executive Committee  
FROM: The Executive Secretary  
SUBJECT: Minutes of Board Meeting, Kuehlebach Hotel, Kansas City, Mo., 8/11/73

President McAndrew called the meeting into session at 9:00 AM, with President Elect Simmons, First Vice President Miller, Second Vice President Devine, Executive Secretary McMillian, and Counsel Kittner in attendance.

No visitors or guests were in attendance at this time.

The agenda of the meeting was approved. The minutes of the last meeting were approved.

The first order of business was that of recommending the names of persons for Life Membership in the Association. Devine moved, seconded by Miller, that James E Barr - retired as Chief of the Special and Safety Section of the FCC - be so honored. Approved with Simmons recorded as voting in the negative.

Upon motion by Devine, seconded by Simmons and approved unanimously, William Gamble was recommended for Life Membership.

Upon motion by Simmons, seconded by Miller, and approved unanimously, Howard Black was recommended for posthumous award of Life Membership.

Upon motion by Devine, seconded by Miller and approved unanimously, Paul Franklin was recommended for Life Membership.

Moved by Devine, seconded by Simmons, to not recommend Mr. Charles Pippen for Life Membership inasmuch as his contribution had been made at the Chapter level rather than at the National level. Approved unanimously.

Moved by Devine, seconded by Miller, to present William Gamble an engraved watch in recognition of his past contributions at the National level in regard to his work as Secretary-Treasurer of the Association and as a National Conference Chairman, and as financial officer for Project Three. Carried unanimously.

The Board reaffirmed its standing policy of reimbursing Board members for flight insurance provided such insurance was taken out in conjunction with each Officer's American Express Card.

At this point, McMillian spoke at some length regarding a modification of the current method of computing annual conference net proceeds. He had made arrangements with 1973 Conference Chairman Ed Brundage for Mr. Brundage to pick up to his master account

all expenses of the Officers while attending the Conference. This arrangement would exclude those travel expenses incurred by the Officers as they traveled to and from the conference site. The Board agreed with this change in policy, since the Board was responsible for the conduct and execution of all phases of the Conference. The expenses incurred by the Executive Secretary and Counsel, and any other designated persons considered, in the judgment of the Board, to be necessary to the proper functioning of the Conference, are to be included as legitimate Conference expenses.

McMillian reported the names of those Chapters which, according to his records, had not met the minimum requirement of holding at least two Chapter meetings within their chartered areas during the past year. The Georgia Chapter and the Utah Chapter were reported as holding one meeting between July 1972 and July 1973. Those Chapters not reporting at all during this period were the Atlantic Chapter, Kansas Chapter, Minnesota Chapter, Mississippi Chapter, Northern California Chapter, Tennessee Chapter and the Virginia Chapter.

McMillian stated that he was confident that some of these Chapters had actually held meetings but had not reported them as such. The Board ruled that, since formal reporting of Chapter meetings was not a distinctly specific requirement in the National Constitution and ByLaws, the ByLaws should be amended in order to clarify this point. McMillian stated that he and Resolutions and ByLaws Committee Chairman Chuck English had already made a note of this need.

McMillian presented his budget request for FY 1973 - 74. Discussion of the budget lasted until the noon recess. A copy of the budget is attached to these minutes, except to those sent to members of the Executive Committee, who already have copies of the budget.

This is the first budget which includes a full year of operation of a full time fully staffed Central Office. In order to meet these monetary requirements, other disbursement centers have been reduced, principally in travel items. McMillian stressed the fact that the number of trips for Officers were only indicators and not limitations. He pointed out that prompt Chapter reporting was an essential ingredient to budget preparation. He recommended closer fiscal and planning control in Annual Conference activities, which would include prior inspection of hotel properties which bid for Conferences.

He had also prepared and distributed to Annual and Regional Conference Chairmen a new Conference financial reporting form. He recommended a dues rate research effort which would look into the causes of the variations in dues between Chapters as one of the first steps in planning a national membership campaign. He said that a study would

be made of the BULLETIN ad rates in view of increases in cost of production and in postage rates. He recommended that the IACP be asked to share in the increase in legal fees.

He spoke of a need to view travel expense in terms of federal funding. He recommended a change in letterheads for Committee Chairmen which would save money. Also, that perhaps a public accountant could be used for the quarterly financial report and then have a CIA audit the final FY report. The use of Counsel's time should be limited to those issues considered to be of absolute necessity.

McMillian also commented on previous decision of the Board to amend its policy in regard to the method of determining Annual Conference net proceeds. He suggested that, unless additional revenue was forthcoming, more importance might have to be given the cost benefit of the Officers attending Regional rather than Chapter meetings. He stated that salaries are 17% of the budget, legal fees and expense are 11% of the budget and travel amounted to 14%.

He commented that postal rates would triple over the 1970 level. Services proposed to be provided by the Association should be proportional to membership gains in order to preclude the possibility of the Association becoming overloaded and understaffed.

The subject of coordination fees was raised at this time. It was agreed that nothing should be attempted in this area without more discussion, especially since this subject was to be treated extensively during the Conference by one of the panels.

Considerable discussion was given to the subject of the method of publishing the BULLETIN. It was suggested that the BULLETIN could be published by a commercial concern in an equal or better manner and thus take some of the load off of the Executive Secretary, and perhaps even guarantee a certain amount of profit each year.

McMillian called the Board's attention to the National C and B which, in his opinion, forbid such a method of publishing the magazine. The discussion then widened to include the proposal to hire a part time BULLETIN editor during the coming fiscal year. McMillian stated that a significant part of the Editor's job would be concerned with a membership drive campaign which amounted to a sort of fringe benefit to the self-operation of the BULLETIN. He also pointed to the considerable number of other publications which the Association was engaged in, and which would become a part of the responsibilities of the Editor. Also, the Editor would become a valuable adjunct to better reporting of Annual, and in time Regional, Conferences.

10000 - 3/10-73

This discussion ended with the Board directing the Executive Secretary to make a study in these matters so as to either reaffirm current policy of the Association or to generate information which might show that in present time there were better means of publishing the BULLETIN.

The meeting recessed for lunch at 12:15 PM and reconvened again at 1:30 PM.

It was moved by Devine and seconded by Miller that the 1973-74 budget, as amended in regard to travel, be adopted and recommended to the Executive Committee. Motion unanimously carried.

Mr Joseph Kittner, legal counsel for the Association, made a report in regard to dockets and other regulatory matters in which he had participated during the past year. He did not comment in detail, since he would make a more definitive address to the Conference Quorum on the following day. His address will be reported upon in the Conference story, which will be published in the September, 1973 issue of the BULLETIN.

The next matter of business was that of Project reports. The board took under consideration the RFP which had been made by the Executive Secretary in regard to Project 13 - Phase One of the APCC Information System. After considerable discussion, some amendments were made in the language of the Statement of Work. McMillian is to have these pages retyped and the proposal was to be shown to and discussed with Mr. Ashton of IEAA, who was expected to be in attendance at the Conference.

A major decision made at this point was to the effect that APCC was interested in this task, which was a crucial and very important effort in national telecommunications planning; provided, IEAA accepted APCC methods and policies in this work.

McMillian reported on the progress of Project 11, which is the proposal to establish a National Operator and Dispatcher Training Program. McMillian took the opportunity to thank First Vice President William Miller for his valued assistance in analyzing the results of the project questionnaire which was mailed out in the March, 1973 issue of the BULLETIN. McMillian stated that he was progressing with the writing of the RFP on this project and would incorporate in it the results of the questionnaire when they had been better reduced to a form which could be used as a document of need.

McMillian spoke of the necessity to poll the Executive Committee during its meeting on the following day in regard to the IACP Telecommunication project which was to be a study of the possible use of CATV systems in law enforcement communication work. The Board resolved to recommend to the Executive Committee that the Association accept IACP's offer for APCC to act as a consultant on this project, known as Project 15.

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The Board then took up the matter of Project Seven - the Public Safety Communications Equipment Procurement Guideline. Dave Niblack and his committee had submitted a voluminous report on its work in this area. The Board was impressed by the level and quality of effort that Mr Niblack and his committee had made. The Board members were asked to submit comments about this committee report to Mr. Niblack as soon as possible and then the Committee would be asked to make a final review of this work prior to its release.

McMillian made a report on the progress of Project Fourteen - the Voice Brevity Code Study - which is funded by the Office of Telecommunications Policy. McMillian is now engaged in writing an outline of the possible extension of work in this project. He hopes to submit this RFP to his Task Group members prior to the next project meeting scheduled for September, 1973 in Washington, DC.

McMillian made a report on the current status of the 1973 Annual Conference. He reported that the Conference was in good condition with an indication of a large attendance by both members and representatives of industry.

President Elect Simmons gave a brief preview of the report he was to make to the Conference Quorum on the following day. He had prepared slides to supplement his presentation of standing committee and Association structure, objectives and guidelines. It was evident that Mr. Simmons had spent much time and effort in planning the course of the Association during the time he will preside as President of APCO.

McMillian reported that Mr. Eddie Simon, Chairman of the 1974 Annual Conference in San Diego had begun his planning and that an Exhibitor's Guide had been printed and would be used during the sale of booths for that Conference during the Kansas City meeting. Mr Simon had named his Committee chairmen, an application for bond had been made, and work necessary for the conduct of a successful conference in San Diego was well under way.

The Executive Secretary also reported that Mr. Robert C. Myers, Chairman of the 1975 Conference to be held at the Washington Hilton hotel in Washington, DC had also begun his preliminary planning efforts. Mr Myers was in the process of naming his committee members and a more extensive effort would be started during the coming year.

Mr. Devine reported that the Aermicana hotel-motel complex in New York City had been designated as the site of the 1976 Conference to be held in New York City, and that Lt. Missailidis had confirmed his acceptance as chairman of that Conference.

A considerable amount of discussion was held in regard to the amount of work performed by Mr. Kittner's law firm. Joe stated that the amount of work done by his firm

during the past year was considerably in excess of the amount of time charged to AFCC. He stated that he would continue to provide legal services for AFCC at as reasonable a rate as would be possible and that he and his firm intended to cooperate as fully in the future as they had in the past in these matters. The fact remained, however, that some better balance between services requested and fees charged would have to be accomplished in the future and he remained hopeful that AFCC would find it possible to remedy the situation as it progressed.

It was resolved that AFCC would approach the IACP in the matter of asking for more support as one means of off-setting this increasing expense.

At this point Mr Chuck English, Chairman of the Resolutions and ByLaws Committee, made his report on his analysis of the resolutions to be acted upon during the 1973 Conference. As a result of this discussion and presentation the following actions in this regard were taken by the Board:

Resolution No. 1: Devine moved and Miller seconded to reject the proposal by Northern California Chapter to amend Constitution Article 2 and add a Section 13, etc. The motion was carried unanimously.

Resolution No. 2: Simmons moved and Miller seconded to adopt Resoltuion No. 2 from the 2nd North Central Regional Conference which would amend the Constitution to clarify existing multiple associate memberships. Motion unanimously carried.

Resolution No. 3: Moved by Miller and seconded by Devine to adopt this resolution whose intent was to qualify Regional Conference meetings as one of two required formal meetings of participating Chapters. Carried unanimously.

Resolution No. 4: Moved by Devine and seconded by Simmons to reject this proposal to establish a standards, physical and electrical standing committee. Carried unanimously.

Resolution No. 5: Moved by Simmons and seconded by Devine to adopt this 2nd North Central Conference proposal to establish a Commercial Advisory Committee. Motion carried unanimously.

Resolution No. 6: Moved by Miller and seconded by Simmons to reject this Florida Chapter proposal to reduce commercial member dues. Motion carried unanimously.

Resolution No. 7: Moved by Simmons and seconded by Devine to adopt the 8th WSRC proposal to provide for secret balloting. Motion carried unanimously.

Resolution No. 8: Moved by Simmons and seconded Devine to adopt this proposal from the 8th WSRC to clarify certain voting rights. Motion carried unanimously.

Resolution No. 9: Moved by Simmons and seconded by Miller to adopt this Board of Officers proposal for changes in voting procedures. Motion carried with Devine abstaining.

Resolution No. 10: Moved by Devine and seconded by Simmons to reject this 8th WSRC proposal to change voting procedures. Motion carried unanimously.

Mr. English also presented additional resolutions pertaining expressing the appreciation of the Association to the Conference Committee and to MANAPCO and others who had worked so hard to present the 1973 Annual Conference. Mr English was given a round of applause for the effective job he had done in analyzing and presenting his resolutions report.

The Board meeting recessed at 5:30 PM.

# Associated Public-Safety Communications Officers, Inc.

MAY 19 1973

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1974 NATIONAL CONFERENCE CHAIRMAN  
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May 7, 1973

## Minutes of Board of Officers Meeting

FROM: The Executive Secretary

TO: Board, Counsel, Chapter Presidents and Secretaries, Executive Committee.

SUBJECT: Minutes of Board Meeting Held in Albuquerque, New Mexico during March 19 and 23, 1973.  
(Note: Chapter Officials - please have these minutes reproduced and distributed to your Chapters members - who deserve to know everything possible about the continuing efforts to make APCO a productive and useful Association which contributes to their professional welfare. This is the only distribution these minutes will receive, since it is not considered appropriate at this time to publish them in the public media of the BULLETIN.)

Meeting opened in Hilton Inn by President McAndrew at 0900. All Officers present. Executive Secretary McMILLIAN present. No guests present.

Devine moved, seconded by Simmons, that the minutes of the previous meeting be accepted as distributed. Motion carried.

The agenda was approved with the addition of subject matters concerned with the coming LMCC meeting in Washington and comments regarding the EIA auto interference committee.

Under Old Business, the first subject was that of Project Four - The Ten Signals. The Ten Signal Panel to be held at the WSRC was discussed, and the Executive Secretary's prepared opening remarks - for his use as a panel member - were read and approved. These remarks were to establish the historical background of the Ten Signals, that APCO has been studying the Signals for some time in the past, and to essentially reflect the policy of APCO which points out that the Association does not conduct its affairs in the form of engaging in public media "controversies" or polemics.

Project Seven - the APCO Equipment Specifications - was discussed. Dave Niblack, Chairman of the Engineering Committee, is calling a meeting of his committee during the WSRC. A report on the Committee is expected to be forthcoming in the near future. The point was made that one of APCO's most important contributions will be to see that the LEAA specifications and standards will be as practical as possible from both the manufacturer and user viewpoint.

Project Eight - The Conference Rules Manual - was brought up. McMillian advised that he had found a comprehensive conference chairman's guide published by the Convention Liason Committee which sells at \$5 per copy, and that he thought it would be a good idea to stock a few so that he could furnish them to the national and regional chairmen at opportune times, at least during the interim period until our own Conference Chairman's Manual could be produced. Moved by Devine to purchase twelve copies, seconded by Simmons; carried.

The next matter of business was that of the status of the production of the Chapters Secretaries Manual. McMillian expressed his belief that this manual was of at least as much importance to the Association as was the Conference Chairman's Manual. Bob Hajeck is still working on this manual and a report is expected from him in the near future.

The National Operator/Dispatcher Training Project was discussed. McMillian showed the Officers the first response card from the survey insert carried in the March BULLETIN. This card was from the University of Oklahoma, which is planning to build an extensive on-campus operator/dispatcher training facility for the severely handicapped. McMillian is a member of the Steering Committee of that university's project. McMillian stated that his office staff was now engaged in designing and filling a survey analysis form which would indicate the number of each type of response from each state. The returns at this early date are running close to 5%. Miller is going to make the final analysis in his office from the information sent to him by McMillian. Miller is to begin work to determine the total number of Fire, Police, Highway, etc. users in the country so that the returns from the survey can be projected in a manner which will establish the total need for this project.

At this point in the Board discussions Messrs. Hoffman and Harmon, of the Arizona Chapter were welcomed to the group as interested visitors. A few minutes later, Mr. Flood also joined the group.

The status of Project Twelve - the proposal to study 15 Urban Area Spectrum Requirements - was explained by McAndrew. He stated that Kittner and McMillian had discussed this project in a special meeting with FCC Chief Engineer Ray Spence and his Spectrum Management Staff. After lengthy review, the Commission's engineering group had come to the unofficial opinion that the study would be a worthy one, since it would look at the same area under consideration by an FCC Study, but from a different viewpoint, and that therefore the two separately derived conclusions would provide the Commission with a viable means of comparative analysis. McMillian has the project outline drafted, along with a proposed step procedure for initiation of the work.

The next step in this procedure is to poll the Executive Committee for permission to enter into negotiations with funding sources. Moved by Simmons, seconded by Devine and carried that the Executive Secretary poll the Executive Committee for permission to enter into funding negotiations for Project Twelve. (Later addendum - McMillian was to determine if an EMS study should be made a part of this project. After discussion with outside sources in this matter, it is McMillian's judgement that an EMS study would be of such size and complexity that to combine it with the urban area spectrum needs study would cause a mutual siphoning off of effort and effectiveness. He expects that an EMS project will be mounted, perhaps early enough to allow some reasonable interplay between the two projects. McMillian is now working on the preliminary steps to determine the extent and nature of the need to study Emergency Medical Radio Service matters.)

Project Thirteen - the APCO Information System - was discussed. Simmons reported that 200 questionnaires were sent to the Arizona and CPRA Chapters and 200 had been submitted to APCO in an effort to obtain test opinions. He received less than 15 replies. The total opinion of these replies was that the idea of having a means to exchange technical and management information between members of APCO was an admirable one but that there was a degree of concern expressed about the ability of APCO to handle such a massive effort. McMillian stated that he had contacted OTP and LEAA about this proposal and that they were interested and

...anned to put some thought into the possibilities, particularly in regard to their ability to input information into the system. (Subsequent to this Board meeting, McMillian visited the offices of the OTP and in the process re-instilled interest in this project. He will write up a project narrative for APCOIS and submit it to OTP, and at the same time publicize its exact objectives and methodology in the BULLETIN.) There are slides available from either Simmons, McAndrew or McMillian for those Chapters who wish to know more about the APCOIS proposal at this stage of development.

The Officers discussed the coming LMCC annual meeting in Washington which would be held in conjunction with a reception for the FCC Commissioners and a luncheon for the newest Commissioner, the honorable Benjamin Hooks. A PSCC meeting is also expected to be slated to be held during this period. It was agreed that McAndrew, Simmons, McMillian and LMCC representative William Lee would attend these affairs. (It was during this period in Washington that McMillian subsequently presented the Project Fourteen narrative (Development of a National Brevity Code) to the Office of Telecommunications Policy of the White House and received almost positive assurance of a grant from that source for this purpose...a poll is being made of the Executive Committee for permission to enter into such a grant contract if the funds are actually offered.

At this time Bernard Flood, Chairman of the Public Safety Planning Committee, gave a report on the status of the many current docket proceedings now before the FCC. Most of this information has been distributed in the BULLETIN via the means of Bob Brooking's Public Safety Beat column as the reporting member of Bernard's committee. Bernard has spent much time on these complicated matters this year and it is evident that he has kept APCO abreast with the developments on the regulatory scene. Some of the outcomes of this presentation were questions about if or how APCO could become more involved in the EMS needs, how such users might fit into membership requirements, etc.. Devine agreed to provide McMillian with a copy of Inspector Dave Walsh's engineering report which was developed in his study of AVM systems.

Miller gave a comprehensive report of the conclusions of his 900 MHz Ad Hoc Committee Study. His report has been completed and submitted to Kittner. There is no doubt but that this information will be of great significance in aiding APCO to develop not only its written comments in this Docket but also in preparing its statements which will be given in an oral presentation during May.

The meeting recessed at 1215 for lunch.

Meeting reconvened at 1:30PM. Board members and McMillian present. No visitors in attendance. The next major order was that of new business. The first subject was that of membership. Gains are noted in most classifications, but Chapter reporting is behind that of last year. At the time of the Board meeting, Arizona had not reported, Illinois had not reported, Indiana had not reported, Kansas had not reported, New Mexico had not reported, Tennessee had not reported, Virginia had not reported. McMillian met with the Secretary and Treasurer of the Missouri Chapter on his way to the Albuquerque meeting and was happy to report that this chapter had made a submission of approximately 32 members, after being in a quiescent condition for a number of years.

McMillian recalled that he had made a hopeful projection of the Chapters bringing in a national total of a hundred new Active members during this year, but that it was too early yet to determine if that goal had been reached.

The relationship of the current posture of the 1972-73 budget was discussed and it seems that the Association is on a sound fiscal track at this time. The Board again briefly reviewed McMillian's next five year budget projection which is forecast from a base of the past five years of operation. He will bring the Executive Committee up to date on this forecast information during that body's Kansas City 1973 pre-Conference session.

Regarding APCO's publication activities, McMillian reported that he was expecting a release of publication rights from Doctors Tom and Janice Church regarding their manuscript of AN INTRODUCTION TO THE THEORY OF WAITING TIMES. Although this is a rather involved technical treatise it seems that there is a dearth of information about this important subject in the field of public safety communications. He will proceed to publish 1,000 copies of this text as the next important item in APCO's library of publications.

McMillian also reported on his initial efforts to obtain an experienced editor for the BULLETIN. McMillian's duties with the many other growing activities of the Association is preventing him from giving the BULLETIN the attention it needs to keep abreast with the other advances that APCO is making. There is reasonable doubt that APCO can support the financial burden of a full time experienced editor, but there is a possibility that some intermediate steps can be taken at this time, with the idea that any subsequent growth of the magazine would be ploughed back into that significant effort until it had recovered to a sound self-supporting basis. He stated that the number of experienced editors now in the two-way land mobile field could probably be counted on the fingers of both hands, and that therefore some educational and breaking-in phase was to be expected, especially in view of the nominal salary APCO could afford to pay since that amount had to be kept in proper relationship to the other many demands that were going to be made on the Association's financial resources.

McMillian explained that he did not so much need a writer as he did a person who was versed in the detailed technical requirements of advertising promotions, subscription and mailing list mailing and postal functioning, derivation of ad rates, account billing supervision, rates and data catalogue presentations, layouts and proofing of silver sheets. This person would also be responsible for similar functioning in regard to APCO's publications and texts.

It was pointed out that the basic need of the BULLETIN is a growth of Association membership. The BULLETIN is an inside house organ, as such its major attention is, and should be, addressed internally to the membership. So long as the membership remains stagnant the BULLETIN is anchored to limited significant competitive improvement.

Several years ago the Executive Committee made a policy decision to the effect that for every paid up member in each Chapter the BULLETIN was authorized to draw upon the general fund for a half-price gift subscription for someone else in the public safety field in order for the BULLETIN to be circulated around among those persons who should be interested in and eligible for Association membership. Therefore, the number of such persons receiving the BULLETIN, for one year, in each Chapter chartered area would depend upon the then current number of members in each Chapter.

McMillian subsequently polled the Chapters and asked for an area list of such number of pertinent names. There was no response from the Chapters. Subsequently, McMillian initiated an extensive project which ended up with a listing of such names in the correct ratio per chapter. These names were selected from the mailing lists of other associations in the field of public safety. Thereafter, these lists of names, called MA lists (Membership Activity) were sent to each Chapter and they were asked to look them over and make changes or comments. Few replies were received.

McMillian then went ahead and mailed copies of the BULLETIN to these select lists of public safety employees - all at the administrative level. Subsequently, each year, he has asked each Chapter to go through these MA Chapter lists and replace new names for the old, so that a continuous coverage of this eligible field could be effected. With the exception of two or three chapters, once during the three year period, no support in this project has been received.

Beyond this sort of effort, McMillian stated, the BULLETIN is at present powerless to do any more to use this method of soliciting membership until such time as additional editorial assistance is available in the Central Office.

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He went on to state that, according to the C and B, the BULLETIN is designed principally for the membership, and to extend its circulation in a general land mobile coverage effort would, in his opinion, require major policy decisions. It was his judgement that the in-house trade journal of a small association was not in a position to enter the general commercial publication field on a competitive basis. First things have to come first, and at the moment two major needs are apparent: a professional membership campaign, and an effort to upgrade the quality of the BULLETIN.

Toward the first of these objectives, McMillian will continue his efforts to obtain more assistance in the BULLETIN operation so that the membership market could be analyzed with the idea of support from the BULLETIN in its development. Secondly, to employ a full time Washington D. C. correspondent for the purpose of keeping the Association's membership more informed about the regulatory, political, technical and product fields. His proposal to retain Bob Tall as the BULLETIN's Washington correspondent on a monthly reporting basis, and for covering Annual and Regional Conferences when possible, was approved upon motion by Simmons and seconded by Miller.

McMillian is continuing his search for an editor who can afford to work at a salary commensurate with APCO's present financial capabilities, or, to make a staff transfer of duties with the subsequent employment of a replacement typist so that more particular time can be spent in bringing the BULLETIN's daily mechanical work up to par until such time the operation is purified and the Association's finances are at a level conducive to the employment of a professional editor. McMillian's 1973-74 budget request will exhibit the Association's capabilities to reach these objectives in a manner commensurate with the other projects and needs which also require attention and effort.

The concluding consensus of opinion regarding BULLETIN matters was that it was an attractive magazine, was operating in the black, that the slick paper format should be continued, but that more timely information as proposed should be included. The Board indicated that it understood that adding Tall's column might put the magazine close to the edge in costs, at least for a while. McMillian was to give some thought to the pros and cons of including reader service cards for the benefit of the advertisers.

Annual Conference planning matters were next discussed. McMillian brought the Board up to date regarding the Kansas City Conference - which is shaping up to be a most interesting affair in manners significantly different from the past general run of such functions. The first worksheet program has already been completed and is being used to advise speakers of their places and times of appearance. Registration cards will be included in the May issue of the BULLETIN and the second mailing will be done in the early part of July.

For purpose of coordination and training, Eddie Simon, Chairman of the 1974 Conference in San Diego, has attended a conference planning session in Kansas City and is being kept up to date otherwise. McMillian plans to meet with Bob Myers, Chairman of the 1975 Conference in Washington, D. C. during the time the Board will be attending the LMCC and PSCC meetings, and will survey the Washington Hilton Hotel at that time and probably make firm commitments for the use of that hotel in support of Myers' previous planning. No planning is as yet being done on the New York Conference to be held in 1976, but Devine stated that he was to make firm housing commitments soon, probably with the Americana Hotel. No bids have been received as yet for 1976 but possibilities exist in Houston or Dallas (and subsequently learned) Reno and Chicago.

A general discussion followed regarding the awarding of plaques and certificates at the coming Kansas City Conference. McAndrew is to firm up this list and forward it to McMillian as soon as possible, since the inscription of plaques and framing of certificates takes quite some time.

Executive Committeeman Art Sowle was welcomed as an observer at this time.

The matter of resolutions was brought up. McAndrew is to have the Chairman of the Operations Committee prepare and submit a Phonetic Alphabet resolution to McMillian. In this regard, however, subsequently there is some concern about this resolution being resolved prior to the conclusion of the Brevity Code project that McMillian was working on, since the Phonetic Alphabet would also be a matter of study in that effort.

It was decided that resolutions would be published in the BULLETIN as they were received in approved form. In this way more time is afforded the members to study the resolutions before they attend subsequent Chapter meetings or at least more time prior to the Annual Conference. It was agreed to go ahead and publish the Board's resolution which proposed to allow credit for a Chapter meeting if it is held in conjunction with a Regional meeting.

The Board resolution regarding changes in C and B voting procedures, which McMillian had drafted because of the mandate placed on the Board by the Boston Conference Quorum, was approved. It was decided that if this resolution was not picked up at the Albuquerque meeting it would be forwarded on to Sam Levinson's Ad Hoc Committee which had been established for the purpose of studying this matter, with the statement that, if this did not meet with the approval of that Committee, it would still be published as the Board's recommendation. Any approved resolution in this regard which was otherwise received from the Ad Hoc Committee would also be published.

McMillian's draft of a resolution which required secret voting during the election of officers, as had been requested by many members, was also to be submitted to the Albuquerque Resolutions Committee, or otherwise published by the Board. The same treatment will be given the housekeeping resolution which better defines voting rights.

McMillian reported on the Florida Chapter's attempt to obtain backing from the other Chapters in the matter of Florida being the Chapter to make another attempt in Kansas City to reduce the Commercial Membership dues. Out of all the Chapters polled only five had responded, and some of these responses were not eligible to be counted since they only represented the opinion of a Chapter official, instead of a vote of the Chapter. McMillian pointed to this effort by the Florida Chapter as an important two-part project:

- (1) To see how the sentiment regarding the reduction of Commercial dues was faring, and
- (2) to document whether or not it was actually possible to effectively operate the Association under a voting system which required Chapter referendum voting as had often been suggested by resolutions in the past. The evidence, based on the Florida Chapter effort to gain official Chapter support of a resolution, is that Chapter referendum voting is not an effective method of resolving the Association's many complex problems.

Matters concerning certain Chapter activities were next placed before the Board. McAndrew mentioned some letters he had received regarding the activity of some members of the Minnesota Chapter who had been working, upon request by the concerned agencies, with some non-members who had formed a bid review board for a state planning agency. A commercial company had made inquiry asking if this was a proper function of a Chapter. It was subsequently shown that this was not a Chapter project.

This matter was of great interest to the Board, since it pointed out many grey areas of possible Chapter function, such as, just what sort of services should a Chapter provide its member agencies? Should APCO or its Chapters write specifications and standards? Should it evaluate bids submitted in accord with such standards? How does the Chapter frequency coordination work compare with such possible functions? Just what are the advantages of belonging to APCO? What services should APCO provide? Should it become involved in the commercial and consulting field? Is it qualified in all areas to provide such functions?

The concensus of the Board at this time is that while APCO is qualified to write voluntary specifications and standards it is not in the position of enforcing them. Also, APCO might perform a service to agencies by the submission of lists of qualified consultants but that it should not make recommendations in these matters. Again, the same reasoning pertains to lists of manufacturers of equipment. In addition, APCO is qualified to write voluntary training standards and methods but not in a position to enforce them. And APCO frequency coordination work is a voluntary free service but those applicants asking for such service have other means of applying for federal licenses.

In summary, APCO or its Chapters should not under its corporate name engage in any function which could result in the Association becoming a defendant in a civil law suit. Before the Association can offer its services in these particular manners it probably should institute a separate corporate entity for these purposes, an entity fully staffed, qualified, administered and operating in a manner commensurate with the financial responsibility which accompanies such activities.

As far as an individual APCO member is concerned, acting within his own rights and without identification with the APCO corporate entity, the Association makes no allegations and accepts no responsibility. Certainly that member, acting as his own sole agent, should be in a position to offer a higher level of service because of his APCO affiliation, but not in the sense that the Association is necessarily in the market to educate and train consultants, especially in view of the fact that such member actions would probably be subject to the regulations of his own member agency.

The Board at this juncture recommended to President McAndrew that he make known to the Public Safety members of LMCC that APCO would support Mr. William Lee for the office of President of that body should his name be placed in nomination by the Nominating Committee of LMCC.

McMillian reported the formation of the Utah Chapter of APCO. This group promises to be an active one, and the Board took pleasure in noting its addition to the Association family of Chapters.

The Board is aware of the negotiations being held between the Northwest and Inland Empire Chapters in regard to a realignment of their chartered areas border. It was suggested that for the sake of obtaining an official imprimature in this matter that it should be included on the agenda of the 1973 Executive Committee meeting during its Kansas City session in August.

McMillian reported that interested persons in the state of Montana were making an effort, approved by existing Chapters with contingent chartered areas, to establish a new chapter within that state. It is expected that effort will reach a productive level in the near future.

Interested persons in the state of Louisiana have contacted the Central Office for the purpose of learning about the requirements for the chartering of a Chapter in that state. Subsequent progress is expected in this matter.

McMillian stated that the present Chapter boundaries in some areas were not clear - for instance in the northern area of Idaho where the effect of the chartering of the Utah Chapter has left a seeming gap of area continuity between the related Chapters. McMillian is planning to prepare a current Chapter and Regional map at his earliest possible moment - at least in time for the Kansas City Conference.

The Board was informed about a group in Kentucky who might begin an effort to have a chapter in that state. Hopefully, McMillian may have an opportunity to pursue this at the East Coast Regional Conference with Kentucky people who might be attending that meeting.

In the next order of business the Board approved McMillian's proposal that he retain a

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operation lawyer to clarify certain matters related to the Association's IRS classification, particularly to determine if there was a means of applying for a tax exempt classification rather than remain in the current non-profit classification, and to investigate the requirements for obtaining a blanket classification which would cover all of the Chapters.

The subject of retaining a consultant as a permanent technical advisor in a manner similar to that of retaining a legal consultant was next discussed. Some of the possible benefits mentioned were those of obtaining additional assistance in the technical areas of FCC dockets; in the various projects, both in their development and execution as well as in bird-dogging funding sources; in suggesting areas of general Association involvement. Some of the possible undesirable concerns were those which asked about the posture of the consultant when APCO went to bid in its own projects; what effect his official APCO position would have in his bidding for individual state and department jobs, etc.. The matter was referred to later study during the Board's session.

Under other general discussion, correspondence of the Central Office was reviewed, a refund of unused Novatek company Boston Conference preregistration was approved, and a general look at the emerging EMS matters was made.

Kittner made an extensive presentation of the Association's status in regard to the many regulatory proceedings now on the FCC docket. He made particular mention of the U. S. proposal to amend current rules in regard to the priority of usage of certain frequencies which are also available under certain conditions for marine use. The Board directed Kittner to take the necessary steps to petition against the proposal, both to the OTP and the FCC and to the U. S. State Department as well. Among the frequencies affected are sixteen used by Police, Fire, Highway and Local Government users in the 156 MHz bands.

Meeting recessed at 1600.

Meeting reconvened on March 23rd, with all Officers, McMillian and Counsel Kittner present.

McAndrew reported that it was his decision to accept Bernard Flood's resignation from his position as chairman of the Public Safety Planning Committee and to appoint Bob Hajek as the chairman of this committee for the remainder of his term in office.

Kittner spoke at length about the possible effects of the FCC RFP to study the EMS needs, and stated that it was his opinion that APCO should support the EMS efforts to the extent its requirements were amenable to APCO objectives, and that in order that these effects be as positive as possible that APCO should join in aiding the EMS users in obtaining additional channels, and to plan this effort in a manner which would be conducive to determining which, if any of these users should be eligible for APCO membership, or if APCO should be studying its current membership requirements in order to provide an accommodation for those users which might not now qualify at some proper time in the future.

It seems that the matter of EMS needs will become one of the hottest issues confronting the FCC, as evidenced by the fact that there are now eleven bills before Congress directed to in one way or another providing for Emergency Medical Services. Some of the bills speak to unified services, the 911 issue, etc.. These proposals could make significant differences in the planning or future communication systems.

It was proposed that APCO make an effort to identify itself with the FCC study, to offer its services and to begin to offer definitive suggestions (see subsequent editorial along these lines in the May issue of the BULLETIN).

McAndrew is to appoint a special EMS ad hoc committee to study the communications needs of the Emergency Medical Services users as they relate to Association activity. This study is to

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follow but not necessarily be confined to the following general areas: should EMS users be recognized as needing additional frequencies; from what part of the spectrum; when; coordinated by whom; under what radio service; should or what criteria can be developed which will place these users, or at least portions of their activities, under public safety supervision; is there a relationship of EMS to public safety communications operations; should there be a relationship does the Association C and B accomodate these users; if not, why not, and how, or should the C and B be so amended.

The Kansas City program was again reviewed in view of Kittner's Spectrum Management Panel membership appointments. Kittner advised that he hoped to have these eminent members of industry and government named by May. Members of the Coordinators Committee panel were suggested at the time.

McMillian brought up the question of what is the Board's - and therefore the Association's position in those instances where Chapter membership reporting is made so late as to effect the integrity of the Association as the chartering authority. He had looked over the past recent history and the current reporting status of the Association and found where different Chapters have at other times delayed their membership reporting to this extent, and that another question which arises in conjunction with this undesirable situation is one which is related to a condition where a member actually pays his dues to his Chapter in time to remain in current status but that the Association did not receive his dues before the delinquent date because of a delay in Chapter reporting.

The opinion of the Board is that the Association has a basic obligation to its members to the extent that if a person proves that he paid his dues to his Chapter then that person is a member of the Association regardless of Chapter charter privileges and activity.

McMillian made it clear that these matters were being surfaced by the pressure of the full time efforts of the new office of the Executive Secretary upon an historical way of Association life, and not by any recent particular dereliction of duty on the part of particular Chapter Secretaries. However, he also made it clear that the old way of life cannot in all respects be permitted to continue if the Executive Secretary is to be a responsible and productive agent of the Association. Therefore, it is required that these matters be discussed in view of the changing form of APCO, and only for the purpose of making judgements as how to best accomodate these changes.

In an effort to aid in presenting these developments, with their requirements for judgement at the policy level of the Association, while during that process closing some of the Association communication gaps, McMillian is to make his points of correspondence within the Chapters those of both the Presidents and Secretaries, and as mentioned in those areas needing study by the policy level - to the Executive Committee.

He is to circulate some of these subjects of study to the Chapter Presidents and Secretaries prior to the Kansas City Conference in order to provide time for the Chapters to study the issue and have their Presidents and Secretaries come to the Annual Conference Presidents and Secretaries' luncheon prepared to work effectively toward mutually beneficial solutions.

One of McMillian's proposals is to schedule an annual Secretaries' meeting each year, perhaps prior to the Annual Conference in order to assist these Chapter officers in attending the conferences, so that for one or two days these problems, suggestions and innovations can be fully discussed, concretely formulated and formally submitted to the Association as carefully conceived ideas with accompanying planning for the attainment of their objectives. The Board directed him to give more thought to this matter when drawing up his budget request for the coming fiscal year.

The matter of exploring the potential of retaining a permanent technical consultant was

gain brought before the Board. Although the advantages of such a relationship were agreed upon on the premise that the agreement would not generate a cost in excess of APCO's modest means, that very premise would presuppose that APCO was incurring an obligation which would offer an advantage to the consultant in one way or another in each of APCO's attempts to obtain project fundings and in that consultant's efforts around the country where APCO members were involved in their own projects. However, the chief reasons for delaying any decision in this matter were those of needing Executive Committee comment and the probable lack of funds for the purpose. This matter will be looked into in the near future for the purpose of determining if other accomplishable possibilities exist. Meanwhile, any existing financial potential should give priority to the publication needs of the Association.

The matter of travel authorizations was brought up. McAndrew stated that it was his opinion that he and President-Elect Simmons should attend the LMCC and PSCC meetings, and the remainder to the Regional Conferences because of the need of the President-Elect to gain experience in these areas prior to his term of office, and to be talking to members in various parts of the country regarding his appointments to standing committees for the coming year. Too, the President-Elect needs to obtain comments about his own planning for the coming year. There seemed to be no present reason to call another Board meeting by the time of the next Regional Conferences especially since Devine and Miller might be in attendance anyway as representatives of their agencies, Miller at the NCRC and Devine at the ECRC.

McAndrew will attend the NLETS meeting as the APCO representative and will participate on a panel at that affair; APCO to pay for his travel and his agency to pay for his lodging. Simmons to travel to talk to Arnold Carver, who is working on a Commerce Department plan to formulate an association of state telecommunication directors, regarding the APCOIS study and related association matters. He would do this on the way to the LMCC and PSCC meetings in Washington. McMillian and Kittner authorized to attend all meetings also.

The Board meeting was adjourned at 12:30PM on a note of interest in the possible practical reasons for APCO to again be thinking about broadening its membership in order to forestall the formation of splinter groups such as the proposed association of state telecommunications directors, to accommodate the growing interest in the needs of the Emergency Medical Radio Services, and because once again current APCO members are picking up more and more duties which widen their responsibilities and are causing them to look at the total public safety communication objectives, such as wire line interconnections, interstate regulations and common carrier rate structures, data communications, etc..

Two of the major issues the Board has recognized during this year are that the Association has to come to grips with new and different problems in the future, it has seen these indications as one example in the growing problems of the Emergency Medical Services; and that therefore the Association ought to be geared to the greatest assurance of the membership in meeting these problems because the Association is going to have to meet and solve some very difficult problems.

One of the things the Board has had to look at, in line with what the Boston Conference Quorum directed it to do, is to recommend a mechanism by which it could indeed be made certain that whatever action is taken at the Annual National Conferences would be a true reflection of the wishes of the whole organization. The Board has spent much time and given much thought to this important mandate, and it has come to the decision that the voting resolution it has drafted comes nearest to being a suitable responsive, flexible, representative, fair and effective means of meeting this critical need.

The Board recognizes that there will inevitably be resistance to change, but that the amount of change recommended in its voting change resolution, which will be found published in the May issue of the BULLETIN, represents the least amount of change which is consistent with the need for more positive action taken under due deliberation by a minimum number of responsible representatives than past history clearly shows as having been possible to be undertaken from the

...d floor of the Conference Quorum.

The intent of the resolution shows its retention of historical dependence in certain highly knowledgeable and trusted Chapter representatives (the Executive Committee) in the matter of C and B voting as it now does in the other many current areas of trusted activity which is no more or no less equally important to the operation of the Association.

It is the Board's opinion that the Association has to move along in its necessary and regular methods of accomplishing its business at the Conferences, and that one of the steps most conducive to success in this direction is to remove much of the nuts and bolts discussion about amendments from the Conference floor to the more deliberative scene of the Executive Committee - while yet retaining a means for the conference floor to voice its desires in these matters after the amending issues have been given prior lengthy consideration by the Executive Committee.

The Board recommends that all APCO members give this resolution extensive and careful thought, with the objective in mind of offering a means of insuring equal or better consideration of these matters in the future, while providing more time on the Conference floor for the consideration of the many other important matters now pressing upon the Association.

MINUTES  
BOARD OF OFFICERS MEETING  
BOSTON, MASS.

August 19, 1972

0930

Meeting called to order by President McAndrew, with the following officers present: President-Elect Simmons, 1st V.P. Miller, and 2nd V.P. Devine. Also present, Executive Secretary McMillian and Immediate Past President Lee.

New stationary and envelopes were approved for the new Board, in the following amounts:

McAndrew	1,000
Simmons	500
Miller	500
Devine	500

It was agreed that Immediate Past President Lee would retain his telephone credit card for the time being, since he will be APCO's representative in PSCC, LMCC and the Microwave Council. A new card is to be issued to 2nd V.P. Devine.

It was agreed that it is desirable to maintain contact with the manufacturers who have offered their assistance in developing APCO's image and membership. Also, future National Conferences would continue to keep all meeting rooms open to all classes of members, with appropriate division of voting members, as was begun in Boston. President McAndrew will thank the manufacturers for their assistance, and do likewise for those speakers who presented papers at the Boston Conference.

The matter of determining the true posture of APCO's cooperative work with the National Bureau of Standards in the development of equipment specifications was discussed. Immediate Past President Lee agreed to review his files in this matter and send copies to all concerned. Also, P/E Simmons will meet with Dave Niblack in Denver, as Mr. Simmons returns home from the Boston Conference, and discuss these matters with the Chairman of the Engineering and Research Committee.

The Executive Secretary was instructed to send Mr. Stu Meyer of RCA the names of the new Board members for inclusion in his in-house flyer distribution.

The Executive Secretary was, also, instructed to look into the possibility of bringing a full time Publications Editor on board at the earliest practicable moment.

Again, the Executive Secretary was instructed to begin running a series of autobiographies on the Officers and Standing Committee Chairmen in the BULLETIN at the earliest practicable moment.

Mr. Devine agreed to furnish the Executive Secretary with a set of the papers that were presented at the Boston Conference.

President McAndrew announced that he was establishing an ad hoc committee to study the issues in dockets that involve Automatic Vehicle Monitoring and would release these names soon.

Mr. Simmons was authorized to attend a CPRA meeting in San Bernadino on September 15, 1972, and the CHPRDA meeting in Santa Ana on December 13 and 14, 1972. Mr. Simmons will also work closely with Mr. Eddie Simons on the affairs of the 1974 Annual Conference in San Diego, Calif. Again, Mr. Simmons will ask Mr. Demlong to make an 8½ X 11 master copy of his PERT chart that was included in the 1971 Conference Chairman's Manual Report, for the Executive Secretary.

It was the sense of the Board that it would be desirable to meet both before and after the Regional Conferences, with the thought in mind that a summary of the

MINUTES  
BOARD OF OFFICERS MEETING  
BOSTON, MASS. (Cont.)

happenings would be useful, and perhaps some of the Regional Conference attendees might like to sit in on such an "open" type Board meeting - thus lessening the communications gap between the Association and its Chapter members.

The Executive Secretary was instructed to draw up a list of office equipment, etc., that was needed in the Central Office, with the thought in mind that perhaps the Regional Conferences might like to donate such needed object items, rather than to consider whether or not the Association might be included in any portion of Regional Conference profits, if any.

President McAndrew will go to the Texas Chapter meeting, and may go to the Florida Chapter Mobile, Alabama meeting if it appears likely that there will be representatives from the other Chapters in the Southern Region present who will be considering the merits of holding a Southern Regional Conference in 1973.

It was the sense of the Board that perhaps less emphasis should be placed upon Operating Seminars at the Annual Conferences and more emphasis placed on the general presentation of operational papers; and, ask for more emphasis on operating seminars at the Regional Conferences. It was also agreed to continue the APCO Booths at the Annual Conference, as well as continue to attempt to attract the GPO and the FCC in the continued operation of their booths.

It was agreed that the new Conference Rules stand as the official reference for Annual Conference Chairmen, and as guidelines in the appropriate sections for those persons who wish to bid for future Conference Sites.

President McAndrew will contact the Chairman of the Operating Committee regarding the merits of replacing the present APCO Phonetic Alphabet with the International Phonetic Alphabet. President McAndrew will also establish a special ad hoc committee to study this matter as a support task group to the Operating Committee.

The Executive Secretary was asked to continue his contact with the newly forming association of State Directors of Telecommunications.

President McAndrew will establish a personal point of contact in the Office of Telecommunications Policy.

The request of NBS in Boulder regarding the possibility of making a national study of public safety communications testing and servicing equipment is to be referred to the Colorado Chapter for development and discussion.

It was agreed that the next Board meeting should be held late in October or early in November.

Meeting adjourned by President McAndrew at 1430.

MINUTES  
38TH ANNUAL CONFERENCE  
BOSTON, MASS. (Cont.)

Final Business Session

August 18, 1972

1330

After considerable discussion on the techniques and legalities involved with identifying Active voting members, the Chair (President Lee) ruled that membership cards would have to be presented to the voting monitors, and those without Active membership cards would be required to sit separately in the meeting room. After this was done, it was established that 96 voting members were present. There were 174 Active members registered at the Conference, and since only a majority of the Active registered members was required to establish a legal Quorum, the Chair ruled that a Quorum was present. Additional Active members came in and were identified after this count was made.

1st V.P. Simmons, Chairman of the Conference Site Selection Committee made his report. The Committee was composed of Bill Miller, Bill Gamble, Cuba Morris, Dick Moore, Stan Hawkins and Frank Campbell. The Committee stated that only the New York bid met all of the requirements of a legitimate bid, and this information was placed before the Quorum with no recommendation because of the single bid. It was moved by Missailidis and seconded by Sloop that New York City be awarded the 1976 Conference site bid. Motion carried.

At the election of Officers, it was moved by Myers, seconded by Johannsen, that all current Officers be moved up in office. Motion carried.

The membership voted by means of written ballots on the election of the slate of nominees recommended by the Nominating Committee. On the first ballot, the votes were tabulated as 6 for Bender, 7 for Guerin, 31 for Grafe and 53 for Devine, making a total of 97 votes. A simple majority therefore being 49, the Chair ruled that Lt. Devine was the duly elected new 2nd Vice President of APCO.

The voting upon the Resolutions is that recorded in the Conference Story in the September issue of the BULLETIN.

The final business session was recessed at 1630.

President Lee installed the new officers during the Annual Banquet: Irving E. McAndrew as President, John E. Simmons as President Elect, William L. Miller as 1st Vice President, and Frank J. Devine as 2nd Vice President.

President McAndrew adjourned the meetings of the Board of Officers, the Executive Committee and the Conference before the beginning of the entertainment at the Annual Banquet which began at 1930.

AUG 15 1972

MINUTES

38TH ANNUAL CONFERENCE

BOSTON, MASS.

It is to be specifically noted that the 38th Annual Conference Story as it appears in the September, 1972 issue of the BULLETIN has been checked by the Executive Secretary and he states that it is found to be a true rendition of the general happenings of the Boston Conference, even to the details of the voting in the election of Officers, Resolutions, Conference Site selection, etc.

Therefore, these additional comments regarding the Boston Annual Conference, in conjunction with the September, 1972 issue of the BULLETIN, constitute the total minutes of that Conference:

Annual Presidents' and Secretaries' Luncheon

August 15, 1972

1200

A list of those persons attending, either Presidents or Secretaries or others representing Chapters and areas, is attached.

Executive Secretary McMillian started the meeting by asking those present to consider the following questions, not so much at the current meeting, but to take them back to their Chapters and initiate discussion so that a broad front commentary may be received on the represented issues:

1. What are the pros and cons of a common Administrative year, both for the Association and all Chapters, where all Officers are installed at the same date (altho they may be actually elected earlier). One benefit could be an annual Year Book issue of the BULLETIN, which contained pictures and autobiographies of Chapter and Association Officers, phone numbers and addresses, etc? This would constitute a valuable reference manual for all classes of membership.
2. What are the problems that may attend a dues structure which is common throughout all Chapters? Since Chapters needs may vary, which would affect their dues structure, what about a common "initial" membership fee which would be the same throughout all Chapters for new members during their first year of membership - the individual Chapter dues then being levied as separately constructed after the first year?
3. What about a permanent common dues structure, but with those Chapters having greater financial needs agreeing individually to assess added funding requirements upon their members?
4. What about multiple-year memberships? Could we agree to offer Paid Life Memberships to those persons wishing to pay a 7-8-9-10 year dues payment at one time. What if dues go up or down during that time?

NOTES  
10TH ANNUAL CONFERENCE  
BOSTON, MASS. (Cont.)

- 5. What about central billing from the Central Office with the dues payable to the Chapters? How would this effect Governmental Memberships?
- 6. Have the Operator and Engineer/Technician classes of membership proved viable?
- 7. Do all the Chapters understand how to apply the "Multi-Associate" latitude to their members, wherein a person belongs to his chartered Chapter, but may belong to as many others as he wishes as a Multi-Associate by paying the difference between the Association's share of the dues and that asked by the individual other Chapters?

Those chapters wishing copies of the Executive Secretary's annual fiscal and budget request report may obtain them from the Central Office by means of a written request over the signature of the Chapter President or Secretary or from their National Executive Committeemen. Chapter members not receiving such information by these means should advise the Central Office.

It was stated that the Association should do more polling of Chapters in FCC Docket matters - even though it was agreed that time to comment was usually restrictive to large-scale query and retrieval of such information.

It was asked to consider adding telephone numbers to members name and addresses at the time of each Chapter Membership Report, or if that was too much of a burden, then certainly the Central Office should have the telephone information of the Chapter Officers, at least.

Many Chapters do not send in the names of their Executive Committeemen - if possible, this should be done each time there is an election of officers in the Chapters.

Many Chapters do not send in their dues rates structures to the Central Office, and most of the Central Office Chapter files do not contain copies of the individual Chapter Charters or their latest Constitution and ByLaws, as the Association C and B requires.

The Central Office is especially needful of the Charter Number of each Chapter. Also, election of officers dates of each Chapter.

It was agreed that the Central Office should ask for this type of information time after time, in the form of a "shame" letter which would indicate those who had furnished the needed information correctly, so that those who had not would be made more aware of their need to submit the stated necessary information.

It was also agreed that, at the next Annual Conference, the session with the Presidents and Secretaries should be extended to at least three hours, ending up with a luncheon. The Executive Secretary promised to consider this matter while the Kansas City Conference Program was being shaped up during the coming year.

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PAULINE G. DIKSON	WV (see Hope)	BA KELLNER	MISSOURI
ROSE R HARMON	ARIZONA	E. J. SCHNIPPEL	INDIANA
ROBERT J BRUER	ILLINOIS (PRES)	JOHN STREUBACK	MICHIGAN
WILLIAM DOW SR.	ILLINOIS (SEC/TM)	BILL FOLSTE	" "
CHRISTY L STINE	OPRA	BOB MCCOLLUM	ARKANSAS
JAMES ANGLAS	NORTHERN CALIF.	AL FRAMITAGE	ARKANSAS
MAURIN HENDERSON	" "	IRVING Mc ANDREA	NATIONAL PRES OFF
ROBERT S GARDEN	OPERA	GEORGE W. KELLAM	VIRGINIA
CAROL SPENCER	CALIF/UTAH	JOHN E. SIMMONS	1st U.P. NATL
JACOB C. HERZOG	COLORADO	W. M. LEE	NAT. PRESIDENT
THOMAS ALLEN	MID EAST	RHETT Mc MILLIN	EX Secy.
CHARLES J. ENGLISH	NORTH CAROLINA	VIVIAN Mc MILLIN	ARCO OFFICE
BORNEY CORLISSE	KANSAS		
ED BUNDLES	MISSOURI		
ALLEN STALE	MID EAST		
K. W. SHANK	FLORIDA		
CAROL M. BOLD	NEW MEXICO		
HELEN KUSHING	MID EASTERN		
WILLIAM J. MILLS	ILL		
FRANK SPARKS	IND.		

AUG 13 1972

MEETING  
EXECUTIVE COMMITTEE  
BOSTON, MASS.

August 13, 1972

President Lee opened meeting at 0912. List of those attending this meeting is attached.

It was agreed to dispense with the reading of the minutes since they had previously been distributed to the Committee.

President Lee reported on the activities of the various Committees during his administrative year. The reports of these committees will be published in the BULLETIN as received.

He stated that 1971 Conference Chairman Dick Moore had completed his report and that a check, representing 10% of the net proceeds of the San Francisco Conference, would be presented to the appropriate person during the Annual Banquet.

President Lee mentioned the IMSA effort to establish a fee for its coordination services, that at their recent national convention this matter had been postponed for added study. Comments from members of the Executive Committee were to the effect that APCO should not encourage efforts to charge for coordination fees.

President Lee also mentioned that the Microwave Council had established a study looking toward the feasibility of charging for coordination service.

The Executive Committee approved the Boards position that persons applying for membership who qualified as supervisors and administrators could enter into APCO only in the Active membership classification, and that such persons already in Active membership classification could not change into any of the other membership categories.

President Lee stated that Paul Maxwell of Communications Magazine wanted time on the program to speak on his editorial which raises questions about the use of the Ten Signals, but that others previously tentatively accepted as speakers had been restricted because of the lack of program time, so there was no means of granting Mr. Maxwell's request. Carol Odell mentioned that she was going to provide Mr. Maxwell time on her WRC program, and wants someone from APCO to respond to Mr. Maxwell at that time.

The Executive Secretary made his report, based on the financial, membership, and FY 73 budget request already distributed to members of the Executive Committee. During the ensuing discussion it was agreed that the selection of priorities in reaching desired objectives related to the operation of the Central Office would be left to the discretion of the Board of Officers. Some of the objectives mentioned were: the employment of a full time Executive Secretary; development of a fully operational Central Office to include a separately employed BULLETIN Editor; the move of a fully operational office to whatever more desirable location might be determined.

As moved by Farkas and seconded by English, the budget for FY 1973 was approved. It was then moved by Hale and seconded by Farkas that the BULLETIN Editor's report be accepted; motion carried.

At 1055, Counsel Kittner made his report, which covered many items related to the Association and its operations, especially on the regulatory front: in the area of general frequency allocations, do we have what we need, or more, or less, or what; there seems to be some indication that we are not using all we have now in many areas. What will we need in the next five to ten years?

What are the problems facing us in the 900 MHz area, no user groups have yet come forward with significant input in this matter, we have to identify what is best for users as opposed to claims by industry. The role of the coordinators will be different, pressures will increase and quality and time of response questioned more and more, we should use our own Coordinator's Manual more.

What about the use of mobile teleprinters, we asked for this service but have shown little inclination to use it, we need to know more about these matters. What about the AVM needs, what channels are best, what engineering approach to use. What do we face in the matter of environmental impact, the problems are yet unknown but they could be significant. We will need so many projects and studies we may need more than just a full time Executive Secretary, the job will accumulate to be more than the position can satisfy, need more membership participation in all of these matters.

Farkas asked Kittner about the need for a Washington Office for APCO. Mr. Kittner replied that it was needed, but that it was just one of the needs, and that at present it should be considered as one objective in the stages of planning.

The matter of the Regional Guidelines was discussed. It was explained by Mr. McAndrew that his Committee had a proposed set of guidelines which were distributed, and that the intent of the guidelines was not to regulate, but to guide the Regional Conferences. The Quorum will be asked to comment and then approve the final guidelines. The guidelines would not constitute Regional Conference Rules and, therefore, would not be binding insofar as the Constitution and ByLaws were concerned. Mr. McAndrew noted that there had been little input in this matter from the Chapters. The viability of the Regional Conferences was questioned, and the concensus was to the effect that they were useful as a means for manufacturers to reach their grass roots customers, for smaller industries to use in becoming acquainted with APCO, for those who had little opportunity to travel to National Conferences, as a means of building APCO's membership.

Mr. Simmons stated that the Association's standpoint in this issue is one of furnishing a meeting outline, not to use the Regional Conferences as a means of Association revenue, that the Board had questioned some of the manufacturers about the Regional Conferences and the reply had been that they liked the idea. He also commented on the manners in which resolutions coming from the Regional Conferences could be handled.

Mr. McAndrew cited that the Chapters had indicated a need for a Regional Conference Guide, that profits could be a boost to the participating Chapters, that there could be a danger that the Regional Conference could affect the Annual Conference, but that the many issues were to be settled by the Quorum during one of its business sessions.

A comment was made that the Host Chapter of a Regional Conference should stand to either lose or gain by the operation, but it was stated also that there could, perhaps, be an area of Association responsibility in these monetary matters. Section 9 of the proposed Regional Conference Guide was clarified.

The meeting recessed at 1210 and reconvened at 1340.

The matter of the Regional Conferences was resumed and other amendments made to the proposal. Flood moved, seconded by Sowle, that the amended Regional Guidelines be submitted to the Quorum for adoption. Carried.

MEETING - EXECUTIVE COMMITTEE  
BOSTON, MASS. (Cont.)

3

The matter of a contract with the Executive Secretary was discussed. After a section by section examination of the document, Flood moved, seconded by Grafe, that the contract be approved. Upon motion by Armitage, seconded by McClure, the Committee voted to eliminate the word "entertainment" in Section 7 of the contract. The motion to approve the contract was carried unanimously, and Mr. McMillian expressed his appreciation of the vote of confidence and the manner in which the matter had been handled.

The matter of the proposed Resolutions was introduced, with Mr. McAndrew handling this portion of the meeting. The resolutions were acted upon as follows:

No. 1: Moved by Flood, seconded by Schumacher, to approve. Carried. No. 2: Moved by Hale, seconded by Farkas, to approve if No. 1 fails. Carried. No. 3: Moved by McClure, seconded by Grafe, to approve. Carried. No. 4: Moved by McClure, seconded by Grafe, to reject. Carried. No. 5: Moved by Schumacher, seconded by Sowle, to reject. Carried. No. 6: Moved by Schumacher, seconded by Odell, to approve. Carried. No. 7: Moved by McClure, seconded by Schumacher, to approve. Carried. No. 8: Moved by McClure, seconded by Schumacher, if No. 7 is passed - to reject. Carried. No. 9: Moved to McClure, seconded by Odell, to reject. Carried. Mr. Blascak of Michigan asked that the record indicate his opposition to the rejection of this motion. No. 10: Moved by Flood, seconded by Schumacher, to be tabled indefinitely. Carried. No. 11: Moved by English, seconded by Grafe, to reject. Carried. No. 12: Moved by McClure, seconded by Morris, to reject. Amended by Blascak to table in favor of a study in this matter. Carried as amended. No. 13: Moved by Rollins, seconded by Bender, to approve. Carried. No. 14: Moved by Harmon, seconded by Odell to reject in view of a point of order as to the proper maker of the resolution, perhaps to have the Resolutions Committee sponsor the resolution to allow it to appear on the floor. Carried.

Meeting recessed at 1700.

AUG 13 1972

JOHN E SIMMONS

1st VP

ARIZ.

IRVING McANDREW

Pres Elect

UT

LEROY S HUNTER

CONF. Chairman

MISSISS.

W. N. LEE

PRESIDENT

VA.

Boston, Aug 13, 1972

AUG 13 1972

Name	Chapter
Art Soule	Northern Calif + Nevada
William I. Malle	ILL
JOHN E. SIMMONS	NAT'L APCO -
Carol M. Odell	New Mexico
ROGER HARMON	ARIZONA
Myron E. Meador	Texas
BERNARD FLOOD	ARIZONA
KENNETH C. DIKE	INLAND EMPIRE
W. C. Schumacher	Northwest
Alan L. Armitage	Atlantic
NATHAN D. McCloae	Illinois
GEORGE W. KELLAM, JR.	VIRGINIA
NORVEL H. ROLLINS	WISCONSIN
Albert C. Blasck	Michigan
R. W. (Bob) Grafe	Florida
CHARLES F. ENGLISH	NORTH CAROLINA
FRANK J. FARKAS	INDIANA
Barney Carlisle	Kansas
J. K. Ketter	APCO Council
Living McAndrew	Pres Elect APCO
Walter P. Hale	Mid Eastern
Ray Morris	CPRA
J. P. McMillan	Ex Sec APCO
✓ R. Bender	Ohio
HAROLD D. CARTER	OHIO (A 27)

AUG 12 1972

MINUTES  
BOARD OF OFFICERS MEETING  
Boston, Mass.

August 12, 1972

President Lee opened the meeting at 0915. Other officers present were President-Elect McAndrew, 1st V. P. Simmons and 2nd V. P. Miller. Executive Secretary McMillian was present, along with Conference Chairman Hunter. Counsel Kittner arrived later in the day.

Chairman Hunter gave a brief resume of the 38th Conference, stating that as of that moment there were 350 registered for the affair. He gave the details of other arrangements of the Conference and then departed at 1025, after the Board expressed thanks for his fine efforts.

Previous minutes of the Board were approved, as amended by Mr. Simmon's letter of July 12, 1972, regarding his authorized trip to meet with CHPRDA.

Reference was made to the Ad Hoc Committee established to look into the matter Of Forestry-Conservation's problems with the Spectrum Management Center as they pertain to Docket 19150. Committee's report to be approved as forwarded, since it seems that most of the differences between F/C and the SPC have been significantly resolved.

The proposed amendments to the Conference Rules were discussed. Some changes desired: under Article III, Section 4, change beginning sentence "Not later than eighteen (18) months" to "Not later than twelve (12) months..."; and, in Article IV, Section 1, modify second sentence to read: "It shall be manned at least from 1300 hours until 1800 hours on the day prior to the opening session and from 0700 until 1800 hours on the day of the opening session." The Rules as thus amended were approved to be recommended to the Executive Committee.

The budget was next discussed. The Executive Secretary made some explanatory remarks, indicating the gains and losses in membership, the relationships between 1972 and 1973 budgetary items, and the general allocation of funds and disbursements for the 1973 year.

The Board directed that the massive documentation that is a part of the conference records have no further value once the conference records have been verified and can be disposed of 18 months after the close of a conference. This does not include the Conference Chairman's report which should be kept on file.

The Executive Secretary commented that the CPA had stated that the minutes should indicate that funds which might accumulate from time to time before decisions were made as to their proper disbursement are to be directed to the continued full time fully staffed operation of the Central Office as it now exists and as it is desired to be operated in the future at some other location better located for purposes of carrying out the increasingly massive objectives of the Association. It was so agreed.

The Executive Secretary also notified the Board that its CPA was increasing his retainer from \$500 per annum to \$800 per annum because of the increased amount of work. McMillian was instructed to use his judgement in this matter, but to see if other CPA's may be available at lower cost.

McMillian also stated that he wished to obtain the services of a corporate tax consultant for the purpose of determining if APCO could better its IRS Code Exemption rating. The Board directed that he look into this and keep the President advised. Budget approved for purpose of its being submitted to the Executive Committee for its pleasure.

The Board agreed that, if time permitted, the comments about the TEN SIGNALS as published in Communications Magazine would be presented during the Conference, and that if it was decided that a response to the article was necessary, it would be cleared with the Board by the President.

MINUTES - BOARD OF OFFICERS MEETING  
BOSTON, MASS. (Cont.)

2

It was agreed that the proposed resolution dealing with the changing of the APCO phonetic alphabet to the International Alphabet was questionable in regards to its origins, and that this technical matter would be left to a decision of the Chairman of the Resolutions Committee and the Quorum.

Meeting recessed at 1210 and reconvened at 1340.

The Board agreed that persons eligible for membership would have to come into the Association in accord with their membership qualifications; example, a person qualifying as a supervisor or administrator would have to come in as an Active Member and could not otherwise choose, for instance, to come in as an Operator or Engineer/Technician. Executive Secretary will send letter to Chapter Secretaries regarding this matter.

It was decided to look into the merits of establishing a multi-year membership. The concept seems desirable unless there could be operating problems, i.e., what if there were changes in the amount of dues during the multi-year period? Executive Secretary will refer this to Chairman of the Activity and Membership Committee.

The matter of permitting the APCO booth to be used by head-hunters was discussed, and it was agreed that the matter should be referred to the Chairman of the Activity and Membership Committee. "Head-hunters" is defined as those persons looking for personnel to employ.

It was stated that the Chapter Secretaries needed more instruction as to what should be in the minutes of their meetings and that more editing should be done on those published in the BULLETIN. Comments were made about the August BULLETIN cover picture. McMillian explained the problems of obtaining good color pictures for that purpose. It was agreed that the Conference Chairmen should be encouraged to provide more pictorial coverage of the conference city.

Mr. Ed Brundage, 1973 Kansas City Conference Chairman, and his Booth Exhibit Chairman, Captain Dick Reid, entered the meeting room and commented upon their conference work to that date. Mr. Brundage stated that all of his Committees had been chaired, but not entirely otherwise complemented. He stated that the Missouri Chapter had given him little indication that it was moving into a viable organization, and that he was planning to handle the entire Conference work within his own department. His proposed conference theme is ALERT-2 but would like more comment from the Board about that title. The Board discussed alternative means of revitalizing the Missouri Chapter, including possibly splitting it into eastern and western areas. McMillian will look into the aspects of the problem when he visits Kansas City during his meetings with the Conference Committee during the coming year. So far, Mr. Brundage has had 500 rooms committed to him by the conference hotel and he has his Exhibit Booth brochure completed and ready for the booth bidding to be held during the Boston meeting.

The Board agreed that it would be a requirement upon the Conference Committee to use a pre-registration insert card in the BULLETIN at least once. Mr. Brundage was urged to begin a series of articles to be printed in the BULLETIN which would feature the Kansas City area and the conference hotel and to particularly attempt to provide some color photos which may be considered for front cover material.

Some discussion was held on the merits of possibly asking the Kansas Chapter to hold one of its well known operator seminars during the Kansas City conference. It was agreed that more needed to be discussed in this area, since there seemed to be a growing sense that the operator schools would be more suitable for Regional rather than National Conferences.

AUG 12 1972

MINUTES - BOARD OF OFFICERS MEETING  
BOSTON, MASS. (Cont.)

3

Mr. Brundage and Captain Reid completed their report and were excused with thanks by the Board.

The Board next took up the matter of the proposed contract with the Executive Secretary. After considerable discussion, certain amendments were made and agreed upon and Mr. McAndrew was to have the final document retyped by someone in the Conference Committee.

The proposed Regional Conference Guidelines were next reviewed. Some of the issues discussed were: how will IRS look at the Regionals in view of their relationship with the Association, what are the relationships between the Association and the Regional Conferences, should the Regionals make profit or not, any profits made should be converted into definitive programs and purposes, such as regional members travelling to national Conference. Some definitions, such as "host Chapter" were examined, etc. The final Guidelines are to be brought to the attention of the Executive Committee for its comment and possible action.

Project Seven - Equipment specifications - was next discussed. It was agreed that the final report of this Project must be examined by the Board before it is decided to release it to the National Bureau of Standards for inclusion in their report to LEAA.

It was stated that Bob Hajek is still working on his project (Nine) of writing an APCO Chapter Secretary's Manual and will continue on with this during the next APCO administration.

Mr. Simmons stated that he would send out the letters to the bidders in Project Ten, advising them that APCO would not implement this project at this time, upon his return home after the Boston Conference.

Other matters discussed were related to the matters of Docket 18261 - 2, and the concerns surrounding the issue of coordination fees, etc. Mr. Miller will chair a project committee which will look into the matters related to the use of the 900 MHz spectrum proposal.

It was stated that Mr. Ed Messenger would write the project narrative for the next ten cities spectrum needs project (extension of Docket 18261) but that he needed to be more informed on the particular objectives of this proposed study. It was agreed that the Board should meet with Mr. Messenger while he was in attendance at the Boston Conference.

It was also agreed to meet with certain manufacturers during the Conference to listen to their comments about APCO membership, suggestions for growth of the organization, and the means by which these desired objectives could be accomplished.

The Board of Officers meeting adjourned at 1845.

JUN 27 1972

MINUTES

Board Of Officers Meeting

Washington, D. C.

June 27, 1972

Board of Officers meeting was reconvened by President William M. Lee in the library of the firm of McKenna, Wilkenson and Kittner at 0900. Present were President Lee, President-Elect McAndrew, First Vice-President Simmons, A and M Committee Chairman Weldon Hale, Executive Secretary McMillian, Counsel Kittner. Also present were Mr. L. Keith Elrod, General Electric Company, Lynchburg, Va.; Mr. Stuart Meyer, RCA, 1901 N. Moore Street, Arlington, Va., Mr. Dave Mehall, E. F. Johnson Company, Waseca, Minn. and Mr. Bob Harvey, E. F. Johnson Company, 239 West Street, Annapolis, Md. Mr. Frank Walker of Motorola C and E, Washington, D. C. arrived after the conclusion of this session and was brought up to date by Executive Secretary McMillian.

The purpose of the meeting was explained by President Lee: there was a growing concern in the matter of the membership development of the Association. Mr. Weldon Hale explained the efforts of his Activity and Membership Committee for the year - that there had been limited success, and that a significant increase in membership would seemingly have to be done by a bootstrap method, which offered all sorts of problems since the time the Association and Chapter members had to apply to such an immense operation was too limited.

Program #7 of the PPBS 1972-73 budget was then explained to the group of manufactures and suggested as a reference point for the discussion to begin. Essentially, this program outlined the mutual benefits to be derived from an increase in membership by both parties (suppliers and APCO), and some possible methods of joint effort, since, if the bootstrap method was considered impracticable on a short term basis, some sort of outside interested support would be necessary.

Coupled with this, President Lee explained, was a deep interest within APCO of knowing just how the manufacturers viewed the Association, not only in terms of a group which worked effectively in making comments to and appearing before the Commission, but as a hopefully desired forum in which the manufacturers and our user members could profit jointly. The manufacturers were also invited to speak candidly on the subject of the increase in commercial membership dues.

Also, it was distinctly pointed out that the group of four manufacturers were invited on the basis of EIA records which indicated their activity in the land mobile field, and on this basis the possible sizes of their field organizations which, it was felt, would be one of the known determining factors in how effectively they might be able to assist in a grass roots membership campaign.

Considerable discussion followed, covering over two hours of intensive commentary. It is with deep gratitude that APCO states that, in its opinion at least, it received a fair, justifiable and reasonable opinion rendered by a group of knowledgeable supply representatives.

In summary, the discussion revealed:

1. APCO has had and would in the future receive the full support of the manufacturers.
2. There does seem to exist some feeling that it is inconsistent for APCO to continually request manufacturers to support Chapter, Regional and Annual Conference matters, booth exhibits, even the membership assistance program now under consideration, and then treat the commercial APCO member representatives in a manner which seems extremely arbitrary in the form of the membership dues increase. The amount of money involved in this, or any other relative matter, is not a particular problem by itself, but it all does add up to dollars, and that is what a

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budget is all about. Also, in this particular matter, the manufacturers repeatedly emphasized the character of the relationship as the important issue in discussing the commercial membership dues.

3. The manufacturers, indeed, were interested in participating in any proper and ethical manner in aiding a more intensive and different from the past membership drive, provided they were given the broad background of the issue, and copies of whatever other methods that had been attempted, along with suggestions, samples of APCO contributions to the art, etc.
4. The manufacturers agreed that they would like to consider this matter on an independent and separate basis, and that whatever the outcome, they would participate also on an independent basis.

The Executive Secretary is to send the manufacturers copies of the information requested by them and the manufacturers would then initiate their own innovative ideas as to what each of them might consider to be the best membership brochure package and the best way of utilizing this device.

APCO is to meet with these manufacturers separately during the Boston Conference and receive their comments in this regard. After this is done, at the first opportunity of the Board, these suggestions and proposals will be taken under advisement and the development of a program which APCO thinks best suited for its purpose, based upon the suggestions, will then become initiated. The method, the manner of use, the degree of participation by all the manufacturers who support APCO, will also be developed and determined at that time.

President Lee expressed his sincere appreciation for these busy and important people to take this significant amount of their limited time to sit down and discuss issues which are so important to all parties. President Lee adjourned the Board meeting at 1200 hours.

JUN 26 1972

MINUTES

Board Of Officers Meeting

Washington, D. C.

June 26, 1972

Meeting called to order at 0900 by President William M. Lee in the Gramercy Inn. Present during the day were President Lee, President-Elect McAndrew, First Vice-President Simmons, Executive Secretary McMillian, Counsel Kittner, Second Vice-President Miller was unexpectedly detained in Chicago because of an unprecedented crush of department duties. No visitors or guests were present.

The Board reviewed the proposed contract for a full time Executive Secretary and listened to comments from both McMillian and Kittner. Final general terms of the contract were unanimously agreed upon for the purpose of Mr. Kittner drawing up the document in final form at his earliest convenience, hopefully in time for it to be distributed to the Executive Committee prior to its convening at the Boston Conference.

The amended Conference Rules, as proposed by Executive Secretary McMillian, were then taken under consideration by the Board. Several changes were unanimously agreed upon and McMillian was instructed to make these changes and then distribute the proposed new Conference Rules to the members of the Executive Committee in order that they may be prepared to dispose of this matter in a knowledgeable manner at its Boston meeting.

The Board unanimously agreed to reject all bids received on the RFP for the proposed Home Study Course for technicians and engineers, on the basis that none of the bids clearly defined the market or the extent of the need, that the differences in cost and approaches to the RFP were so divergent as to cause question in the matter of relevance to the objective. Kittner will draft the replies to the bidders from data provided by Simmons. Kittner will also draft a letter to one of the bidders whose bid was non-responsive but which indicated other possible methods of reaching the objective.

The IITRI proposal in the matter of "Spectrum Requirements of the Police Radio Services in Large Metropolitan Areas" was next considered. This proposal is being considered as the base for requesting an LEAA funded project which will look into the matter of the need for frequencies in the next fifteen largest metropolitan areas which are not now covered by the channel sharing arrangements of FCC Docket 18261. A two-point proposal to LEAA is being considered: (1) funding with which to meet with the officials of these 15 communities in order to explain the project and obtain their support in the matter of their offering their future planning which would have impact on the need for these frequencies, and (2) after obtaining this community support, to then pick up the rest of the project with additional funding in order to assemble this information and make the proper comments to the Commission in the matter of this Docket. In this connection, a discussion followed about the requirements which attend the selection of Project Directors, staffs, etc., and Mr. Simmons was commissioned to look into these aspects and report back to President Lee.

A discussion followed on the subject of possible misunderstanding among the Chapters as to what constituted an "Active" member. This matter was brought about because it seems that there may be some disagreement in the matter of whether or not retired APCO members could or should continue on as Active members and thus continue to hold these privileges of voting, holding office, etc. It was unanimously agreed that the C and B was clear on this point, ie; that retired APCO members could not continue to hold Active status after retirement, nor could those who also engaged in commercial enterprises. It was also brought out that at least two resolutions

which would permit retired Active Members to continue to qualify as Active members were soundly defeated in two previous successive Annual Conferences. It was decided that this information should be distributed so that all concerned would know and understand the current C and B requirement, about which the Board had no option in the matter of its support, and that if the membership wished to amend this requirement it should again attempt to remedy the matter by means of amending the C and B.

President Lee advised that a committee consisting of Quantz, Flood and Niblack had been appointed to study the report made to the FCC by Computer Sciences Company on frequency management techniques for Microwave Systems.

The Board unanimously agreed that since it had recently issued a requirement that Chapter Meeting Minutes must be mailed to the Editor within 30 days of such chapter meetings or risk not having their minutes published, that the Editor in turn should exert every effort to publish the minutes as they arrived in his office. The Editor was so instructed, within the understanding that certain publishing procedures might not always permit this requirement to be followed wholly to the letter.

The matter of beginning a continuing study to examine, analyze, coordinate and possibly construct a more comprehensive means of upgrading and modernizing the frequency coordination process was to be referred to Captain Frank Campbell, who would work closely with the Executive Secretary until such time as a clear outline of a project could be drawn up. The matter of coordination fees was to be included in this study.

It was unanimously agreed that First Vice-President Simmons be authorized to attend the California Highway Patrol Radio Dispatcher's meeting in Sacramento during November, and also to attend the NCAPCO meeting in July. The first trip is for the purpose of explaining the advantages of the CHP group coming into APCO, and the second to explain some matters of Association operation which are of genuine concern to the NCAPCO Chapter.

Docket 18262 was discussed at length and it was decided that Mr. Kittner would file comments immediately in this matter to the extent that APCO would make it known that it recognized the importance of the Docket matters and was at this time making definitive plans for studying the areas of concern and would make later comments as the APCO efforts bore fruit.

The National Association Panel planned for Boston was discussed, and it was decided that the outline of suggested areas of study as provided by Executive Secretary McMillian would be used for preparatory purposes.

It was unanimously agreed that the APCO Central Office Manager be authorized to attend the Boston Conference because of her extensive duties there: record minutes of the Chapter and Secretaries meeting; secretarial duties in regard to writing Conference story for the Bulletin; aiding the personnel manning the APCO booth; contacting the manufacturers at the booths in matters pertaining to past and future advertising in the Bulletin, as a source of detailed financial data in regards to consideration of budget matters.

The Boston Conference Program was reviewed, some late changes were considered, and the Executive Secretary authorized to use the latest version of the program as that to be officially published in the August issue of the Bulletin.

Because of the WIN membership contest being staged by the Activity and Membership Committee, it had been revealed that there might be a possibility that a current member, transferring from one Chapter to another, might be considered as a "new" member. Since the contest is based on obtaining new members, which means added members from the Association's viewpoint, it was unanimously agreed that transferred members, while new to the Chapter accepting the transferred member, would not be "new" in terms of the contest, and therefore would not be considered as eligible entries for the recommending parties.

In discussing Docket 19523, which was filed by APCO in September of 1963, it was decided that these comments be brought up to date by the Public Safety Planning Committee and resubmitted in more appropriate form to the FCC.

Additional items added to the agenda included such matters as again reminding Mr. Dick Moore of the necessity of providing the records of his 1971 Conference to the Executive Secretary in compliance with the Association's Rules, so that the last remaining requirement could be met in anticipation of presenting his Chapter with its earned commission of the profits of his excellent Conference at the Boston Conference.

The Board unanimously agreed to permit the Bulletin MA listing to be increased to no more than the amount of membership decrease in order to maintain the guaranteed paid readership of the Bulletin.

The matter of the construction of the 1972-73 budget came under consideration. All Board members agreed that, particularly from this point until the new administration takes office, that all travel would be limited unless, in view of particular unique benefits, the President might signify approval otherwise.

In view of the additional expense to be considered in attempting to include the services of a full time Executive Secretary beginning with the new fiscal year, the following priorities in constructing the budget were to be observed if and when there appeared to be a necessity to limit other expenses: (1) type of travel, (2) amount of travel, (3) who travels, (4) internally funded programs, (5) liberalization of the reserve requirements, (6) awards and presentations.

When the new budget is completed it is to be mailed to the Executive Committee, Chapter Presidents and Secretaries. Only a limited number of additional copies will be made available at the Boston Conference, since interested and qualified members can obtain this information from the above-mentioned sources more properly and at the specifically desired times.

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MINUTES OF BOARD OF OFFICERS

Meeting In Arlington Heights, Illinois

April 24, 1972

Meeting opened by President Lee at 0800 with President-Elect McAndrew, 1st VP Simmons, 2nd VP Miller, Executive Secretary McMillian and Counsel Kittner present.

No visitors or guests were present to be recognized.

Simmons moved, McAndrew seconded and it was passed that the minutes of the previous Board meeting be approved as circulated to the Executive Committee, Chapter Secretaries and Presidents. Some of the assignments in these previous minutes were reviewed. Kittner advised that FCC Commissioner Wiley would be on vacation at the time of the Boston Conference. McAndrew is to inform Conference Chairman Hunter of this development; perhaps Mr. Hunter can obtain the services of the Massachusetts Governor or Attorney General for the purpose of acting as the Boston Conference Keynote Speaker.

Lee is to consider asking Frank Campbell to act as the Conference Parliamentarian at the Boston Conference.

Board members are to continue developing questions to be discussed at the Boston Conference National APCO Panel.

President Lee is to advise of the status of the proposed Resolutions to be considered at Boston Conference. McAndrews to contact the Chairman of the Resolutions and ByLaws Committee in this regard.

McMillian advised that the Executive Committee had unanimously approved the proposal that the Board of Officers act for it in the matter of negotiating with the Utah group desiring to apply for a charter for that state. McMillian will so advise the Utah group.

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The project of developing guidelines for contracting for a future full time Executive Secretary were briefly discussed. Kittner to make a report by May 10th in this matter, since it is needed to make estimations as to how close the accomplishment of such a goal may be.

The matter of reviving the program of assembling reports of Public Safety agency studies in the field of communications was discussed. It was decided that the enormity of such a program would probably require a separate project needing LEAA funds and that no action should be taken at this time until a more comprehensive proposal can be worked out for that purpose.

McMillian was asked to request documentation from those Chapters whose reports indicate the presence in a national Honorary member in their membership rolls, since the new Life membership will be made retroactively available to them in place of the deleted Honorary status at the Association level.

It was decided that, until more study or later developments indicated otherwise, there would be no swapping of ad space in the BULLETIN for similar space in other trade magazines. One matter to be explored in this connection is the postal policy affecting special second class non-profit organization mailing rates as is now enjoyed by the BULLETIN.

It was decided to attempt to establish a means of permitting all interested parties at the Boston Conference to attend the Association's business sessions while yet separating the voting members from the general assembly so that the discussions may be properly restricted to the Active membership and its voting tabulations correctly recorded. McAndrews to work out the details with the 1972 Conference Chairman.

McMillian reported on his assignment to prepare resolutions in the area of reducing Commercial Membership dues, amending the Constitution to permit the Board of Officers to act in matters of negotiating with groups applying for new charters, and, in the clarification of the Governmental Membership classification. The

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North Central Region Resolutions Committee exhibited an interest in reviewing these resolutions and it was decided to release them to that group with the explicit understanding that the Board of Officers did not necessarily recommend or support them, that the resolutions were written for the purpose of demonstrating that the Board was sensitive and responsive to the exhibited desires of a significant number of chapters and that if resolutions were desired in these areas that at least the Board could provide the research in these matters as a service to the interested parties.

It was decided that the approved minutes of the Board of Officers would at all times be distributed to the Executive Committee, Chapter Presidents and Secretaries as a new means of keeping these important groups more adequately informed and advised, and as a means of asking for guidance in the matters discussed.

Counsel Kittner discussed the matter of accumulating information for the LMCC in the matter of determining the need for and the possibilities of extending the TV UHF frequencies to additional cities. The documentation in this matter could possibly be a projection based on the results of the methodologies in Project Three, perhaps some of the data could be obtained from ARCATA and some assistance obtained from IITRI and Bob Brooking. Kittner and Lee will take the lead in exploring these possibilities.

It was decided that the persons qualifying for administrative and supervisory classification of membership (Active) could, if they so desire, come into the Association under the Operator and Technician classifications, but that the reverse is not permissible.

Moved by Miller, seconded by Simmons and passed that the major Conference Committee Chairmen be recognized by means of a dinner at the Conference location hosted by the President as a small token of appreciation for their many days of dedicated effort.

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It was decided that the 1972-73 program budget would this year be one examined and approved by the Board of Officers previous to its submission to the Executive Committee with recommendations.

The nine month interim financial statement as distributed by the Executive Secretary to the Executive Committee was approved by the Board of Officers; moved by McAndrew, seconded by Simmons and passed.

IITRI representatives arrived at 1515 to discuss possibilities of reviving Project Three in some form; there is a need for a total view of the Chicagoland area again, especially in exploring the possibilities of building the Project Three model; many counties and communities around Chicago want to upgrade their systems but are stymied by the effect of other communities on their planning. This matter to be further investigated after receiving written particular suggestions from IITRI.

Kittner and Lee to attend the FCC hearing on 911 which is scheduled for June 5, 1972, in Washington D.C.

Lee, Simmons and Kittner to attend LMCC meeting on April 27th in Washington D.C. which will consider matters relating to interservice management committee, legalize drafting committee, elect new President, etc.

Lee, Simmons and Kittner to attend PSCC meeting slated for April 26th in Washington D.C. where suggestions to modify the bylaws of that group will be discussed.

Lee will contact Cuba Morris regarding moderating a panel at Boston.

Simmons gave a report on the matter of APCO possibly entering into the program being developed by SRI for the California Division of Communications. He will attend a meeting being held by these groups on May 5th and report on his latest findings at that time.

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If PSCC brings up the matter of coordination fees, APCO's position at the moment is one which reflects the previously recorded majority opinion of APCO coordinators, which is to the effect that as coordination is now handled they would be opposed to requiring a fee for their coordination work. Previous Conference Quorums, too, have indicated opposition to this concept.

The matter of per diem and travel policy was reviewed. It remains the same as that agreed upon at the Board of Officer's meeting held in Sacramento after the 1972 Conference: "It was decided that allowance and documentation for travel expense would be on the basis of lodging and common carrier receipts, mileage allowance as will be approved by the President prior to actual personal travel, reasonable and proper per diem."

Meeting adjourned at 1745.

( Minutes approved by the Board of Officers on May 12, 1972 )

MINUTES OF BOARD OF OFFICERS  
MEETING IN SACRAMENTO, CALIFORNIA  
MARCH 21 - 23rd, 1972

Tuesday, March 21st:

Present - President Wm. Lee; President - Elect Irving McAndrew; 1st V.P John Simmons; 2nd V.P Wm. Miller; Executive Secretary Rhett McMillian, Counsel Joseph Kittner.

Meeting opened at 0920 by President Lee. Moved by McAndrew and seconded by Simmons that minutes of last Board Meeting be approved. Carried.

Moved by Miller and seconded by Simmons that agenda be approved. Carried. Notation was made that no guests were present to be recognized.

McAndrews and McMillian reported on their meet with the Boston Conference Committee. It was noted that the call for papers date as furnished the Bulletin was wrong - to be corrected in next issue. Planned for GPO and FCC to have booths at Conference. Kittner will advise by April 10th if Commissioner Wiley will accept invitation to be keynote speaker. President Lee will invite Quinn Tamm.

On the MANAPCO issue at the Boston Conference, it was decided that APCO will provide the historical tour, and that MANAPCO will furnish the shore dinner at the turnaround point of the tour.

The Boston Conference has no operating workshop capability. President Lee stated that Jan Burton will attempt to provide the capability for this part of the program. Babson Institute will provide the management workshop sessions - there is a need to know just what type of program is being planned for this.

Board will appoint parliamentarian for the Boston Conference. Bud Hunter is to understand the need for different colored badges for his Conference. Chairman Hunter will also be advised by McMillian to leave the Past President's cocktail party off the program, and, McMillian will furnish a firmed up version of a proposed program to Frank Devine.

President Lee will invite Wiley as soon as it is known he is available. Kittner will contact the LEAA in the matter of determining who may come from that office. President Lee will advise Standing Committee Chairman that their reports will be limited to 10 minutes and that they should have their reports ready in written form. All members of the Board are to furnish Kittner with suggested list of questions for the proposed Stockholder's Panel. Bernard Flood was mentioned as a possible moderator for this panel.

McMillian reported on his meeting with the Kansas City 1973 Conference Committee. Present at this meeting were Lt. Wilbur Sowers, Commander, Bureau of Communications of the St. Louis County Police Department; Sgt. Joe Owings, Asst. Commander, Bureau of Communications, St. Louis County Police Department; Terry D. Massie, Mgr. Convention and Tourist Council of Greater Kansas City; Captain Dick Reid, Auxillary Service, KC PD; Captain Bobbie England, Communications Unit, KC PD; Ed Brundage, Chief Radio Engineer, KC PD.

It was mentioned that the reorganization meeting of the Missouri Chapter was to beheld at the Community Federal Saving and Loan Building in St. Louis on March 23rd, where temporary officers would be elected pending a regular Chapter meeting to be held in June.

McMillian is to send a model C and B to Lt. Sowers. McMillian is also to send Brundage a copy of the financial report of the San Francisco Conference. Brundage is also to be advised that the Board has decided that the KC Conference will be a four day affair, and that the booth sales price should be \$500 each. On this basis, the MANAPCO function will probably be an evening affair. Brundage needs a wood cut for his printing needs, McMillian will furnish.

The prospects for a good Conference in KC seem favorable.

The PSI people then made a presentation regarding their project with the California Division of Communications concerning a study of frequency management needs for the CHP. John Simmons is to write a summary of the possible benefits of APCO becoming involved in this project, his report to be due by April 15th, 1972.

Counsel Kittner made a report of the status of the many regulatory matters facing the Association. It was decided, also, that he would moderate the Boston Conference FCC Panel, and would invite as members of that panel certain FCC personnel, Frank Campbell, Len Kolsky; Bob Johnson; Roger Rienke; a member of the National service to Regional Councils.

McMillian and Kittner discussed the concern of the NASF and IAGFCC organizations about the merits of conservation agencies being reclassified into Group 1 of the FCC Chicago Regional Spectrum Management Plan. Kittner is to reply to McMillian's letter in this matter.

V.P. Simmons reported that the RFP for the Technician's Course went out during the week of March 20 to 176 bidders. McMillian is to check with Gardiner regarding this and the operating project.

President Lee reported on the Bureau of Standards work with the specifications project. The B of S report, in the form of an LEAA project report, is expected soon.

P/E McAndrew reported on the Regional Conference Rules program. It was decided that the Boston Conference Panel on this subject should end up with a definite request to the Quorum for final decisions in this matter.

McMillian reported that all Secretaries and Officers had copies of the revised C and B. Don Griffith may be the new Chairman of the C and B Committee. President Lee will advise if present or new Chairman will review the C and B so it may be made available in final form.

Under new business, it was agreed that Ed Denstaedt and Walter Williams would be sent Life Membership Cards; all future Life Member cards are to be issued through the appropriate Chapters. McMillian was authorized to continue to update the Life Membership list as the Chapters send in their reporting forms.

It was decided that foreign applicants for membership would be eligible for Associate Membership only. (Ex. Sec. note: this can be defined to mean that it is not possible to have foreign chapters, since it is necessary for a Chapter to have a minimum number of Active members in order to qualify for charter).

Meeting recessed at 1715 hours.

Wednesday, March 22, 1972:

Meeting reconvened at 1200 hours. All Officers, Executive Secretary and Counsel present. Also present were Mr. Weldon Hale, Chmn., A and M Committee and Mr. Alan Hull, a member of that Committee.

A letter regarding the A and M Committee TV prize contest was read and discussed. It is to be printed in the next issue of the Bulletin. It was moved by Simmons and seconded by Miller that the proposed Certificate of Recognition, to be used by the Association and the Chapters in recognition of individual contributions made to them, be printed in an initial lot of 1,000; to be divided up between the Chapters, the Association and Chapter versions to be in different colors.

It was moved by Miller and seconded by Simmons that an appropriate Conference Booth Banner be purchased, to be used as a backdrop for the APCO booths at different Conferences and at other times for other such purposes as deemed advisable.

Mr. Richard Moore arrived at 1330 and made a preliminary final financial report on his 1971 Conference. Copy of that report will be found attached to these minutes. It was moved by Simmons and seconded by McAndrew that the report be received, and that President Lee be empowered to approve the report as final when Mr. Moore's documenting records are received by the Executive Secretary and one foreign check is cleared through the Conference bank account, at which time the bank account will be closed out. When this is done, President Lee will instruct the Executive Secretary

to write out a check to the Northern California Chapter in the amount of 10% of the net Conference return, since the return exceeds the amount of \$10,000. Mr. Moore was thanked for his significant contribution to the objectives of the Association. Mr. Moore excused.

McMillian reported on the Utah Chapter matter. He is to poll the Executive Committee, asking it for approval to accept the new Chapter at such time as the Utah group provides a suitable C and B, and it is reviewed and accepted by the C and B Committee, and the Utah group has formally applied for a Charter. It was decided to permit the Utah group to charge for half year dues for new members if the timing is such that a full year's dues charge would offer an obstacle to the formation of that Chapter.

McMillian is to caution the Chapters about accepting membership applications from persons living in other than their own chartered areas.

It was decided that the Association would credit the Bulletin fund for not more than 500 copies of an Annual Conference issue at the rate of 50¢ per copy, plus shipping expense if any. These copies to be distributed at each Annual Conference in a manner that will create the most interest in the Association. They would not be stuffed in registration envelopes, since the regular members will receive the issue anyway thru normal mailing channels.

It was also decided that Bulletin mailing list printouts and special Conference inserts would be provided at cost to the Conference Chairman.

The Editor is to determine the cost and effectiveness of possibly printing the FCC Type Acceptance Lists.

It was moved by McAndrew and seconded by Miller that the Chapters be notified that their Chapter Meeting Minutes would not be printed in the Bulletin if received by the Editor more than 30 days after the date of the Chapter meeting being reported.

McMillian is to work out possible alternatives to the present wording and dues structure of the Governmental Representation means of accepting members.

Possible Programs for the 1972-73 Budget were discussed. It was decided to finalize current Program No.1; that Program No. 2 would have one meeting based on an expense of \$4,000; Program 3 would include cost of sending Executive Secretary and one other yet to be determined member to the Northwest Seminar - possibly Jan Burton. Program 4 was to be revised, looking toward employment of a full time Executive Secretary; Program 5 is to be dropped; Program 6 is to be continued on the basis of a long range total revision of the C and B ; Program 7 is to be updated. New programs are to be considered directed toward developing a Secretaries Manual and a Conference Chairman's Manual.

If time permits, the Executive Secretary is to draft the following resolutions proposed to be ready if and when the occasion may require:

1. On Commercial membership classification dues revision.
2. On permitting the Board of Officers to issue Charters.

Meeting recessed at 1530.

Thursday, March 23rd, 1972:

Meeting reconvened at 0830 hours. All Officers, Executive Secretary and Counsel present, Mr. Frank Campbell, Chmn. of the Freq. Advisory Committee, also present.

A lengthy discussion was held on the subject of surveying the frequency needs of certain cities, in aid of the LMCC effort to persuade the FCC to make appropriate UHF channels available to them as revealed to be necessary. [REDACTED]

[REDACTED] Kittner is to check with the Service To Regional Councils to see if they have study results which will be helpful. Kittner will submit information to the LMCC around the 21st of April.

McMillian then discussed the financial needs to provide for a full time Executive Secretary. He is to make a [REDACTED] model toward this end, with Counsel Kittner representing [REDACTED] the Association, to result in a proposed contract form for review by the Board and the Executive Committee during the Boston meeting. This effort was approved as moved by Simmons and seconded by Miller.

It was agreed that the next Boarding meeting will take place at 0800 hours on April 24th at the location of the North Central Regional Conference, being held at the Arlington Park Towers Motor Hotel, Arlington Heights, Illinois. McMillian to make the reservations. Kittner plans to leave that meeting on the night of April 25th.

Simmons and Lee will attend the LMCC meeting in Washington, D.C., on the night of April 26th, 1972.

Meeting adjourned at 1215 hours.

AUG 10 1971

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Sept. 29, 1971

**TO:** Executive Committee, Chapter Presidents and Secretaries

**FROM:** Executive Secretary

**SUBJECT:** MINUTES OF THE BUSINESS SESSIONS OF THE 37TH ANNUAL CONFERENCE QUORUM IN SAN FRANCISCO, CALIFORNIA, AUGUST 9 - 12, 1971

The 38th Annual Conference of the Associated Public-Safety Communications Officers, Inc. was convened at 0830 on Monday, August 9, 1971, in the Hilton Hotel in San Francisco, by President Bernard Flood, who presented Conference Chairman Richard Moore, who introduced the Color Guard and the Chaplain. After breakfast, Mr. Moore introduced the honored guests and Mr. Richard Velde of OLEAA who spoke of the accomplishments and programs of that branch of the Justice Department.

Chairman Moore introduced the members of his Committee. The ladies and guests were excused and after a brief recess President Flood reported on his many outstanding accomplishments. President Elect Lee spoke on the needed actions necessary to be considered by the Quorum if his year in office was to be properly supported and enabled. Secretary McMillian reported on the formation of the Central Office, the posture of the BULLETIN and distributed copies of a budget format. Counsel Kittner spoke on the history of APCO accomplishments and pointed out future problems and possibilities. More detail of these matters have been carried in the BULLETIN as part of the Conference Report.

At 1700, R. I. Morris read the Resolutions for the first time; copies were made available to the Quorum.

The business session recessed at 1720.

The first business session on Tuesday, August 10th, was opened at 0630 at the President's and Secretary's Breakfast.

All national Officers were present and a large representation of Chapters was on hand. Executive Secretary McMillian, aided by Dick Moore and Vivian McMillian, lead the discussions.

All Secretaries were urged to use the Membership Reporting Form when submitting dues and membership change information. Suggested that separate Form be used for "dropped" and "new" members, and that three copies of the Form be sent to the Central Office. One copy is for use by the mailers, one by Dick Moore in his attempt to put the membership list on computer, and one copy for Central Office use. It is important that the Form be used as its format requires. Also, a modified Form will subsequently be issued by the Central Office because of the addition of the Operator and Engr/Tech membership classifications. A letter from the Central Office will be sent to all Secretaries in September detailing the effects of the results of the C and B changes as the adopted Resolutions may require.

(MORE)

MINUTES OF THE BUSINESS SESSIONS

Some Chapters use the Form for their own use, which is OK. However, only four (4) lines will be used for the addresses by the Central Office, and, no name will be picked up to the Association membership list unless there are "dollars" in the dues column. Any name with \$2 in the dues column is picked up by National as a Chapter Honorary member, no matter what a Chapter may indicate as its idea of the classification of such a person.

The Chapters will soon receive a computer printout of their own individual membership list from Dick Moore, Chairman of the Data Processing and Computer Committee. Secretaries are urged to check this list for accuracy and return immediately to Dick Moore. Instructions for use will be included.

Please attempt to send Reporting Form in to the Central Office before issuing the membership cards. In this way, there is less possibility for error. It is known that there are instances where Chapter members have membership cards long before National knows of their existence. Please send in reports at least every two weeks so that the members will receive their BULLETIN promptly. It sometimes takes two months to process a new member in order for him to receive his BULLETIN after his name is sent to the Central Office.

Please do not include future meeting dates in the Chapter minutes; attach them separately so that the magazine facility can pick them off and thus prevent possibility of missing the information. Send in meeting minutes promptly; a month or two may elapse before they can be printed even after receipt.

When a Charter is incorporated, please check with local IRS office about a 990 federal reporting form which is required.

The National Membership and Activity Committee is going to rework the membership application form so that it accommodates the new classes of membership. Chapters will be advised.

1972 membership cards of all classifications, and other related material, will be shipped to the Chapters from the Central Office by the first of October. The number of cards supplied each Chapter will be on the basis of its reported 1971 membership plus an appropriate increased amount. Because of the two added classifications of Operator and Engr/Tech members, the colors of the cards have been changed. The Active cards for 1972 will be blue (official APCO color), Associate-white, Commercial-salmon, Honorary-yellow, Operator-buff, and Engr/Tech-green.

Please send list of all dropped (non-renewed) members that you would like to see come back into the Association to Helen Rushing, Secretary of the Activity and Membership Committee, at Maryland State Police, Communications Division, Jessup, MD. 20794. This Committee is going to work hard on memberships this year and wants to know your needs and plans. They will appreciate your cooperation.

The BULLETIN does not include Company names as part of an address when it also has a person's name.

Please designate on reporting form whether "new" or "renewed" member. This is extremely important!

At the time of Chapter elections, the names, addresses and telephone numbers of new officers, including the National Executive Committeeman, should immediately be furnished to the Central

(MORE)

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MINUTES OF THE BUSINESS SESSIONS

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Office; also, at that time furnish the current Chapter dues rate for each membership classification. Meeting adjourned at 0815.

At 1000 President and Mrs. Flood officiated at the opening of the Exhibit Area.

At 1700 James Evans, Chairman of the Nominating Committee, read the report of his Committee, which recommended W. M. Lee as President, Irving McAndrew as President-Elect, John E. Simmons as 1st Vice President, William L. Miller as 2nd Vice President and J. R. McMillian as Secretary-Treasurer. R. I. Morris made the second reading of the Resolutions. Business recessed until the following day.

At 1400 on Wednesday, August 11th, the floor was opened for nomination of officers. There were no nominations from the floor.

At 1700, R. I. Morris chaired the business session devoted to voting on Resolutions numbered from 1 thru 12 inclusive. The voting was as follows:

<u>RESOLUTION NO.</u>	<u>MOVED</u>	<u>SECONDED</u>	<u>ACTION</u>
1	Morris	None	None
2	"	W. Lee	Defeated
3	"	Carlyle	Defeated
4	"	Grafe	Adopted
5	"	Flood	Adopted
6	"	Grafe	
	McDole	Bailey to table	Tabled
7	Morris	McAndrew	Adopted
8	"	McClure	Adopted
9	"	Grafe	Adopted
10	"	McClure	Adopted
11	"	Bass	Adopted
12	"	Farkas	Adopted

Morris recessed resolutions session until Thursday, August 12, 1971.

Moved by Hajek and seconded by McClure that the slate of Officers nominated by the Nominating Committee be closed. Carried.

Meeting recessed at 1749.

Thursday, August 12, 1971. Business session resumed at 1400. R. I. Morris in Chair as Resolutions voting continues:

<u>RESOLUTION NO.</u>	<u>MOVED</u>	<u>SECONDED</u>	<u>ACTION</u>
13	Morris	Grafe	Adopted
14	"	McCullom	Adopted
15	"	McClure	Adopted
16	"	Schoenberger	Adopted
17	"	Miller	Adopted
18	"	Vanettes	Adopted
19	"	Grafe	Adopted as
	McClure	Platt to amend	Amended

(MORE)

MINUTES OF THE BUSINESS SESSIONS

<u>RESOLUTION NO.</u>	<u>MOVED</u>	<u>SECONDED</u>	<u>ACTION</u>
20	Morris	McClure	
	McDole	Flood to table	Tabled
21	Morris	Miller	Adopted as
	McDole	Grafe to amend	Amended
22	Morris	McCullom	Defeated
23	"	Simmons	Adopted
24	"	Jan Burton	Adopted
25	"	Grafe	Adopted
26	"	French	Adopted as
	Johannsen	Simmons to amend	Amended
27	Morris	Bender	Adopted
28	"	Vanettes	Adopted

It was moved by Broadbent and seconded by Carter to consider Resolution No. 1 which had died for lack of a second on the previous day. After showing of hands vote, the Chair ruled the motion carried. J. Burton then moved and seconded by McClure that Resolution No. 1 be adopted. Motion carried. On the basis of the previous vote on Resolution No. 1, McClure as a member of the previous prevailing side moved and seconded by J. Burton that Resolution No. 2 be reconsidered. Carried. Harbour as seconded by Olsen moved that Resolution No. 2 be adopted. Carried. On the basis of the adoption of Resolution No. 2, Hajek as a member of the previous prevailing side and seconded by Harmon, moved that Resolution No. 3 be reconsidered. Carried. Hajek, seconded by Harmon, moved that Resolution No. 3 be adopted. Carried. Resolution No. 29, moved by Morris, seconded by McClure. Carried. Resolution No. 30, moved by Morris, seconded by McClure. Carried. Resolution No. 31, moved by Morris, seconded by McClure. Carried.

Mr. Simmons asked that the record show that it was his intention to second Resolution No. 1 on its first call on the previous day but he was unable to understand the question because of the degree of confusion in the meeting room.

Mr. McDole, one of the principle opponents of the Resolutions Numbered 1 thru 3 rose to speak about his previous objections. He stated that he had at the time considered that his objections were valid and for the benefit of the Association, but that after hearing the second debate on the questions he was now of the opinion that there was considerable merit on both sides of the issues and that he thought that the Association should have the privilege of carrying out their purposes and be given the opportunity to achieve their objectives on the basis of a unanimous affirmative vote of approval and support by the entire Quorum. A roar of seconds and applause deafened the Chair as the Quorum affirmed his proposal.

The Quorum voted to hold the 39th Conference in Kansas City, Missouri in 1973; San Diego as the site of the 40th Conference in 1974 and Washington, D. C. as the site of the 41st Conference in 1975.

President Flood announced that Clegg Helms had given APCO a personal check in the amount of \$1,000 to be used for the purpose of aiding the establishment of the Central Office of the Executive Secretary, as evidence of his strong belief in that concept. The Quorum accepted the gift with an accolade of appreciation.

The slate of Officers for 1971-72, as proposed by the Nominating Committee and as previously closed by the Quorum, was unanimously elected: W. M. Lee, President; Irving McAndrew, President-Elect; John Simmons, 1st V. P.; W. Miller, 2nd V. P.; R. McMillian, Secretary-Treasurer, as moved by McClure and seconded by Simon.

The 38th Annual Conference Quorum and the session of the Executive Committee were adjourned on Thursday evening, August 12, 1971, by the new President, W. M. Lee.

Estimated Cash Budget Request SUMMARY

(A) Item	(B) FY 76-77	(C) FY 77-78	(D) Differences	(E) Remarks
FY Beginning Cash (1)	228,114	238,183	10,069	Should approach line (9) of preceding FY because of project acquisition *1)
(Dedicated Accounts) (2)	22,500	-0-	(22,500)	Special funds not available to budget project; trust fund
Cash Available (3)	205,614	238,183	32,569	For budget purposes during FY 1977-78
Revenue (4)	332,604	241,718	(90,886)	Exhibits C, D, E production centers
Total Budget (5)	538,218	479,901	(58,317)	For indicated FY
(Disbursements) (6)	322,535	252,064	(70,471)	Exhibits C, D, E operating expenses
Budget Balance (7)	* 215,683	227,837	12,154	*deficit = -0- @deficit = -0-
Dedicated Accounts (8)	22,500	-0-	(22,500)	Add from line (2)
FY Ending Cash (9)	238,183	227,837	(10,346)	See Note (a) below available for FY 1978-79

Notes: (a) C and B requires that line (9) be not less than 20% of revenue of Exhibits C,D,E which is 241,718 or 48,344.

\*1. Difference between FY 75-76 budgeted ending cash and actual ending cash.

Project for FY 1977-78 not included but expense for seeking one is.

(1)	(2)	(3)	(4)	(5)
GENERAL & ADMINISTRATIVE (G & A):	FY 76-77	FY 77-78	Differences	Remarks
Administrative salaries & costs				
Officers' awards	(1) 5,704	6,302	598	Schedule I, Line (9)
Commission to chief paid executive	(2) 1,000	1,200	200	
Legal costs	(3) 1,505	2,200	695	
Professional management services	(4) 18,500	20,000	1,500	18 months (7/76-1/1/78)
Officers' travel	(5) 552	6,900	6,348	increased services
Officers' other expenses	(6) 12,000	15,000	3,000	MFI-McMillian-(6 months)
	(7) -0-	1,000	1,000	no associated project (12mos)
	(8) -	-	-	move assistant director
	(9) -	-	-	
Total G & A Expense:	(10) 39,261	52,602	13,341	
Total direct expenses, from Exhibits	(11) 292,512	204,052	(88,460)	project ends
G & A Percentage (rounded) (10)/(11)	(12) 13.4%	25.7%	12.3%	salaries, separation costs, etc. professional services
OVERHEAD:				
Overhead salaries & costs	(B)			
Depreciation	(1) 8,837	11,606	2,769	Schedule I, Line (10)
Dues & assessments	(2) 1,293	1,500	207	
General expense	(3) 1,350	1,350	-0-	
Insurance	(4) 93	93	-0-	
Office expense & printing	(5) 447	447	-0-	
Office postage	(6) 5,294	6,000	706	
Professional services	(7) 1,272	1,500	228	
Rent	(8) 2,400	2,400	-0-	accountant
Utilities	(9) 2,900	2,900	-0-	
Telephone	(10) 1,000	1,200	200	
Repairs & maintenance	(11) 5,600	6,100	500	
Other travel	(12) 150	300	150	
	(13) 4,500	6,000	1,500	
	(14) -	-	-	
	(15) -	-	-	
Total Overhead expense	(16) 35,136	41,396	6,250	
Total direct salaries & benefits	(C) 78,875	92,610	13,735	From (B) sections of Schedules *1
Total overhead expenses divided by total direct salaries and benefits is overhead percentage (rounded) of:	(D) 44.5%	44.6%	.1%	Line (16)/(C)
Total G & A expense plus total overhead expense divided by total direct salaries and benefits is overhead rate (rounded) of:	(E) 95.4%	101%	5.6%	Line (10) + Line (16)/(C)

1. cost of living, persons in training

(1) Item	(2) FY 76-77	(3) FY 77-78	(4) Differences	(5) Remarks
<b>REVENUE:</b>				
(A)				
(1) Membership dues	40,000	42,000	2,000	
(2) Emblems, pins, etc.	325	400	75	
(3) Conference receipts	13,658	20,000	6,342	
(4) Interest earned	1,000	1,000	-0-	
(5) Contributions	-0-	-0-	-0-	
(6) Training programs	28,500	25,000	(3,500)	peak passed
(7)				
(8)				
(9)				
(10) Total income	83,483	88,400	5,917	
<b>EXPENSES:</b>				
(B)				
(1) Cost of salaries	20,777	24,906	4,129	See Schedule 1 (6)
(2)				
(3)				
(4) Overhead allocation	9,246	11,108	1,862	Exhibit B, part (D) computation
(5) Conference expenses	4,407	5,000	593	Includes '75 Conference Commission
(6) Cost of emblems, pins, etc.	31	50	19	
(7) Cost of training programs	23,000	21,000	(2,000)	
(8)	1,252	1,400	148	
(9)	58,713	59,091	378	
(10)				
(11) A & A allocation	7,868	15,186	7,318	Exhibit B, line (12) computation
(12) Total direct expenses	66,581	74,277	7,696	
(C) A/B in dollars	16,902	14,123	(2,779)	

Notes:

FY: 1977-78

(1) Item	(2) FY 76-77	(3) FY 77-78	(4) Differences	(5) Remarks
<b>REVENUE:</b>				
(A)				
BULLETIN advertising	46,000	48,000	2,000	affect rate increase
BULLETIN subscriptions	16,000	16,000	-0-	
Publications sales	11,800	15,000	3,200	new operating manual
Specifications survey	2,200	-0-	(2,200)	
(5)				
(6)				
(7)				
Total income	76,000	79,000	3,000	
<b>EXPENSES:</b>				
(B)				
BULLETIN				
Printing	37,000	40,000	3,000	
Mailing	8,452	9,200	748	
Postage	-	-	-	included in (2)
Commissions	150	150	-0-	
Other	435	500	65	
Total (non add - x)	X 46,037	X 49,850	X 3,813	
Publications printing	4,300	4,700	400	
Publications handling, postage	1,100	1,200	100	
Specifications survey	1,492	-0-	(1,492)	
(10)				
Cost of Salaries	16,949	18,720	1,771	see schedule 1 (7)
(12)				
(13)				
Overhead allocation	7,542	8,349	807	Exhibit B, part (D) computation
Auto expense and travel	550	600	50	
Supplies	-0-	-0-	-0-	
Sub total	77,970	83,419	5,449	
(18)				
G & A allocation	10,448	21,439	10,991	Exhibit B, line (12) computation
Total expenses	88,418	104,858	16,440	
(20)				
(C)	(12,417)	(25,857)	(13,440)	(deficit)

(1) Item	(2) Authorized	(3) FY 76-77	(4) FY 77-78	(5) Differences	(6) Remarks
REVENUE:	(A)				
P-13-A & P-16	(1)	174,121	-0-	(174,121)	
	(2)	-0-	74,318	74,138	
	(3)				
Total revenue	(4)	174,121	74,318	(99,803)	Project 16 ends 2/15/78
EXPENSES:	(B)				
Cost of salaries	(1)	41,149	30,712	(10,437)	Schedule 1 (8)
	(2)	-	-		
	(3)	-	-		
Overhead allocation	(4)	18,311	13,698	(4,613)	Exhibit B, part (D) computation
Office equipment	(5)	-0-	-0-	-0-	
Operating expenses	(6)	1,242	700	(542)	
Professional services	(7)	6,085	3,015	(3,070)	
Travel	(8)	20,542	16,057	(4,485)	
Contractor (non burden)	(9)	68,500	-0-	(68,500)	
Sub total	(10)	155,829	64,182	(91,642)	
G & A allocation	(11)	11,702	16,496	4,794	Exhibit B, line (12) computation
Total direct expenses	(12)	167,531	80,678	(86,848)	
EXCESS: A/B in dollars	(C)	6,590	(6,360)	230	Excess or (deficit)

Notes:

U

(1) Position	(2) Mos. Employ	(3) Salaries	(4) Benefits	(5) Total	SALARY			ALLOCATIONS		
					(6) Membership	(7) Pubs.	(8) Grant/Cntr	(9) G & A	(10) Overhead	
Executive Director	6	11,019	1,983	13,002	4,551	1,300	3,900	1,300	1,950	
Executive Secretary	6	9,450	1,701	11,151	5,018	1,115	1,115	1,115	2,788	
Controller	6.25	5,064	912	5,976	2,151	598	2,032	299	896	
Public Relations Manager	12	9,900	1,782	11,682	1,168	9,346	-0-	584	584	
Project Director	8	14,800	2,664	17,464	-0-	-0-	17,464	-0-	-0-	
Secretary	12	6,150	1,107	7,257	3,411	1,451	218	363	1,814	
Secretary	12	6,150	1,107	7,257	798	726	4,645	363	726	
Controller 2	9	6,300	1,134	7,434	3,420	892	1,338	446	1,338	
Book Typist	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
Asst. Ex. Director	6	9,300	1,674	10,974	4,389	3,292	-0-	2,195	1,097	
Director/Messenger	1.5	350	63	413	-0-	-0-	-0-	-0-	413	
Travel/Bonus Non-add	-0-	2,200	-0-	-0-	-0-	-0-	-0-	-0-	-0-	
Total	78.75	78,483	14,127	92,610	24,906	18,720	30,712	6,302	11,606	

marks: (4) = payroll taxes 6%; insurance 2%; other benefits 10%

Allocations distributed on basis of % of time expended. See Schedule 2.

Employee benefit rate = (4)/(3) = 18%

Position	(2)		(3)		(4)	(5)	(6)
	18.2% MEMBERSHIP	9% Programs	16.3% BULLETIN	7.4% PUBLICATIONS			
	Membership		Bulletin	Publications	Gr/Ctr	G & A	Overhead
Executive Director (6 months)	12.5	5	2.5	2.5	15	5	7.5
Executive Director 2 (6months)	17.5	5	2.5	2.5	5	5	12.5
Comptroller (6.25)	12.5	5.5	2.5	2.5	17	2.5	7.5
Publications Manager	5	5	70	10	-0-	5	5
Project Director (8 months)	-0-	-0-	-0-	-0-	67	-0-	-0-
Secretary	32	15	5	15	3	5	25
Secretary	5	6	5	5	64	5	10
Comptroller 2 (9 months)	14	9	3	3	9	3	9
Clerk Typist	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Ass't. Executive Director (6 months)	15	5	10	5	-0-	10	5
Janitor/Messenger	-0-	-0-	-0-	-0-	-0-	-0-	10
Man Years	1.13	.56	1.01	.46	1.80	.41	.82

Notes: (a) Programs and Membership, Bulletin and Publications, separated for pricing purposes.

(b) 6.19 M/Y for 9 employees, including part time.

(1) Item	(2) Number	(3) Amount	(4) Remark
Officers' Travel: (A)			
Regional conferences (1)	3	9,000	Board, Executive Director
Annual conferences (2)	1	3,500	Board, Executive Director, Ass't. Executive Director, Editor
Board meetings (3)	1	2,000	Executive Director - January in New Smyrna Beach
Chapter, other (4)	1	500	
(5)			
(6)			
Total (7)	6	15,000	(A) + (B) = 21,000
Other Travel: (B)			
Committee (1)	-	3,000	Miscellaneous, Project overages, committee
Special tasks (2)	6	2,000	LMCC, PSCC, FCC, etc.
Projects (3)		1,000	
(4)		6,000	
Capital Outlay (C)			
Miscellaneous (1)		2,000	
(2)			
(3)			
(4)			
Totals (5)			

SEP 30 1976

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

FINANCIAL STATEMENTS

September 30, 1976

(Unaudited)

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

BALANCE SHEET

September 30, 1976

(Unaudited)

Assets

CURRENT ASSETS:

Southeast Bank of New Smyrna, Operational Fund	4 121 96
Southeast Bank of New Smyrna, General Fund	30 263 06
First National Bank of New Smyrna, Publications Fund	22 740 42
First National Bank of New Smyrna, Project 13-A	13 639 27
First National Bank of New Smyrna, Savings Account	10 889 06
Southeast Bank of New Smyrna, Retirement Trust Fund	9 482 07
Certificates of Deposit	<u>75 000 00</u>
 Total Cash	 166 135 84
 Accounts receivable	 14 177 50
 Project funds receivable	 52 843 00
 Inventory of publications	 3 806 38
 Utilities deposit	 128 00
 Conference advances	 2 000 00
 Other advances	 100 00
 Prepaid insurance	 <u>491 64</u>
 Total Current Assets	 239 682 36

FIXED ASSETS:

Equipment	12 863 78
<i>Accumulated depreciation</i>	<u>4 474 66</u>
Net Equipment	<u>8 389 12</u>

<u>AL ASSETS</u>	<u>248 071 48</u>
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## Liabilities and Fund Balances

## CURRENT LIABILITIES:

Accounts payable	52 088 57
Accrued payroll taxes	1 742 72
Accrued employee benefits	<u>5 945 26</u>
Total Current Liabilities	59 776 55

## LONG-TERM LIABILITIES:

Retirement trust fund liability for J. Rhett McMillian, Jr.	<u>9 482 07</u>
Total Liabilities	69 258 62

## FUND BALANCES:

Balance, June 30, 1976	174 643 49
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For the Three Months ended September 30, 1976:	
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## Excess of Income over Expenses:

Miscellaneous Fund	1 060 00	
Project 13-A Fund	<u>9 584 29</u>	10 644 29

## Excess of Expenses over Income:

Membership & Conference Fund	4 214 23	
Publications Fund	<u>2 260 69</u>	<u>6 474 92</u>

Total	<u>4 169 37</u>
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Balance, September 30, 1976	<u>178 812 86</u>
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TOTAL LIABILITIES AND FUND BALANCES

<u>248 071 48</u>
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APCO, INC.  
(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

GENERAL & ADMINISTRATIVE AND OVERHEAD BREAKDOWNS

For the THREE MONTHS ended September 30, 1976

(Unaudited)

GENERAL & ADMINISTRATIVE (G&A):

Administrative salaries	1 370 04	
Employment benefits	<u>227 31</u>	1 597 35
Accounting		1 220 00
Awards to officers		774 12
Legal fees		4 206 42
Management fees		150 00
Officers' travel		100 65
Commission to executive director		<u>1 504 80</u>
Total G&A Expenses		<u>9 553 34</u>

GENERAL & ADMINISTRATIVE PERCENTAGE

10.63

(9 553.34 ÷ 89 862.69 Total Expenses before G&A)

OVER HEAD:

Overhead salaries	1 687 00	
Employment benefits	<u>279 90</u>	1 966 90
Depreciation		317 79
Dues and assessments		130 00
General expense		35 00
Insurance		125 03
Office expense		827 57
Postage		284 41
Printing		1 016 46
Rent		459 30
Repairs and maintenance		142 40
Telephone		1 426 22
Utilities		<u>264 61</u>
Total Overhead Expenses		<u>6 995 69</u>

OVERHEAD PERCENTAGE

39.70

(6 995.69 ÷ 17 623.56 Total Direct Salaries and Benefits)

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

MEMBERSHIP & CONFERENCE FUND AND MISCELLANEOUS

STATEMENTS OF INCOME AND EXPENSES

For the THREE MONTHS ended September 30, 1976

(Unaudited)

MEMBERSHIP & CONFERENCE:

Income:

Membership dues			3 285 91
L.D.I. Programs			1 162 65
M.T.I. Programs			<u>5 118 92</u>
Total Income			9 567 48

Expenses:

Direct salaries - membership	2 050 39		
Employment benefits	<u>340 20</u>	2 390 59	
Direct salaries - programs	645 86		
Employment benefits	<u>107 16</u>	753 02	
Overhead		1 247 86	
Membership expenses		939 85	
Conference expenses		1 475 89	
Conference commission		2 007 47	
Cost of L.D.I. programs		600 00	
Cost of M.T.I. programs		<u>3 042 68</u>	
Total Expenses before G&A		12 457 36	
G&A Allocation		<u>1 324 35</u>	
Total Expenses			<u>13 781 71</u>

EXCESS OF EXPENSES OVER INCOME 4 214 23

MISCELLANEOUS:

Interest earned			250 00
Project 13 miscellaneous income			<u>810 00</u>

EXCESS OF INCOME OVER EXPENSES 1 060 00

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

PUBLICATIONS FUND

STATEMENT OF INCOME AND EXPENSES

For the THREE MONTHS ended September 30, 1976

(Unaudited)

INCOME:

Bulletin:			
Advertising		9 906 81	
Subscriptions		<u>1 298 00</u>	11 204 81
Publications:			
Operating Manuals		2 899 36	
Theory of Waiting Times		50 00	
Frequency Manuals		52 00	
Police Tele Manuals		273 75	
Ten Signal Cards		156 75	
Aural Brevity Code		90 25	
Project 13 Guidelines and Reviews		<u>603 00</u>	<u>4 125 11</u>
Total Income			15 329 92

EXPENSES:

Bulletin:			
Direct salaries	2 475 48		
Employment benefits	<u>410 73</u>	2 886 21	
Printing		7 552 79	
Mailing		1 320 54	
Commissions		36 00	
Other expenses		<u>109 88</u>	
Total			11 905 42
Publications:			
Direct salaries	717 28		
Employment benefits	<u>119 01</u>	836 29	
Printing		1 289 81	
Mailing		<u>208 28</u>	
Total			2 334 38
Auto and travel		182 80	
Overhead		<u>1 477 65</u>	
Total Expenses before G&A			15 900 25
G&A Allocation		<u>1 690 36</u>	
Total Expenses			<u>17 590 61</u>

EXCESS OF EXPENSES OVER INCOME

2 260 69

APCO, INC.  
(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)  
PROJECT 13 FUND

STATEMENT OF INCOME AND EXPENSES

For the THREE MONTHS ended September 30, 1976

(Unaudited)

INCOME:

Grant Funds			77 628 00
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EXPENSES:

Direct salaries	9 226 59		
Employment benefits	<u>1 530 86</u>	10 757 45	
Overhead		4 270 18	
Operating expense		182 84	
Contractor		40 000 00	
Travel		<u>6 294 61</u>	
Total Expenses before G&A		61 505 08	
G&A Allocation		<u>6 538 63</u>	
Total Expenses			<u>68 043 71</u>
<u>EXCESS OF INCOME OVER EXPENSES</u>			<u>9 584 29</u>

SEP 30 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

September 30, 1975

APCO, INC.  
(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

BALANCE SHEET  
September 30, 1975

Assets

CURRENT ASSETS:

Southeast Bank of New Smyrna Beach, Operationa	1 709 28
Southeast Bank of New Smyrna, General Fund	39 773 96
First National Bank of New Smyrna, Publications Fund	41 217 22
First National Bank of New Smyrna, Project 13	6 646 94
First National Bank of New Smyrna, Savings Account	10 173 31
Southeast Bank of New Smyrna, Project 13 Overhead Reserve	21 779 82
Southeast Bank of New Smyrna, Retirement Trust Fund	<u>5 975 31</u>
 Total Cash	 127 275 84
Accounts receivable	10 358 33
Project funds receivable	40 087 00
Inventory of publications	7 972 26
Prepaid insurance	273 00
Utilities deposits	128 00
Conference advances	2 826 16
Other advances	<u>1 400 00</u>
Total Current Assets	190 320 59

FIXED ASSETS:

Equipment	11 590 82
<i>Accumulated depreciation</i>	<u>3 224 52</u>
Net Equipment	<u>8 366 30</u>

TOTAL ASSETS

198 686 89

Liabilities and Fund Balances

LIABILITIES:

Accounts payable	6 408 32
Notes payable - equipment	580 25
Accrued taxes payable	1 803 41
Retirement trust fund liability, for J. Rhett McMillian, Jr.	5 975 31
Accrued employee benefits	<u>5 353 35</u>
Total Liabilities	20 120 64

FUND BALANCES:

Balance, June 30, 1975 160 777 97

*Prior period adjustment - to set up  
accrual of employee benefits* 3 681 83

Adjusted Fund Balance 157 096 14

For the Quarter ended September 30, 1975:

Excess of Income over Expenses:

Publications Fund 945 80

Project 13 Fund 24 116 66

Miscellaneous income 168 00

25 230 46

*Excess of expenses over income;*

*Membership and conference fund* 3 760 35

Total

21 470 11

Balance, September 30, 1975

178 566 25

TOTAL LIABILITIES AND FUND BALANCES

198 686 89

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

GENERAL & ADMINSTRATIVE AND OVERHEAD BREAKDOWNS

For the Quarter ended September 30, 1975

GENERAL & ADMINISTRATIVE (G&A):

Adminsitrative salaries	1 252 37	
Percentage employment benefits	<u>214 74</u>	1 467 11
Awards to officers		1 264 69
Commission to executive secretary		433 19
Legal fees		2 980 02
Travel - officers		<u>233 40</u>
Total G&A Expenses		<u>6 378 41</u>

GENERAL & ADMINISTRATIVE PERCENTAGE

6 378.41 ÷ 100 803.43 (Total Expenses before G&A)

6.33

OVERHEAD:

Overhead salaries	1 542 60	
Percentage employment benefits	<u>264 51</u>	1 807 11
Depreciation		252 55
Dues and assessments		116 00
General expense		20 24
Insurance		97 00
Office expense		1 488 01
Postage		280 33
Printing		1 167 26
Professional services - accounting		1 630 50
Rent		459 30
Repairs and maintenance		67 09
Telephone		1 332 74
Travel - other		78 15
Utilities		<u>314 57</u>
Total Overhead Expenses		<u>9 110 85</u>

OVERHEAD PERCENTAGE

9 110.85 ÷ 16 004.66 (Total Direct Salaries and Benefit)

56.93

SEP 30 1975

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## MEMBERSHIP &amp; CONFERENCE FUND AND MISCELLANEOUS

## STATEMENTS OF INCOME AND EXPENSES

For the Quarter ended September 30, 1975

## MEMBERSHIP AND CONFERENCE:

## Income:

Membership dues			3 232 00
Emblems, pins, etc.			312 95
Training programs			<u>4 935 50</u>
Total Income			8 480 45

## EXPENSES:

Direct salaries - membership	1 898 13		
Percentage employment benefit	<u>325 47</u>	2 223 60	
Direct salaries - programs	595 19		
Percentage employment benefit	<u>102 06</u>	697 25	
Overhead		1 662 73	
Membership expenses		379 36	
Conferences expenses		2 139 41	
Cost of training programs		<u>4 410 00</u>	
Total Expenses before G&A		11 512 35	
G&A Allocations		<u>728 45</u>	
Total Expenses			<u>12 240 80</u>

EXCESS OF EXPENSES OVER INCOME3 760 35

## MISCELLANEOUS INCOME:

Interest earned			<u>168 00</u>
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TOTAL MISCELLANEOUS INCOME168 00

APCO, INC.

SEP 30 1975

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF INCOME AND EXPENSES

For the Quarter ended September 30, 1975

## INCOME:

Bulletin:			
Advertising		14 938 16	
Subscriptions		<u>783 93</u>	15 722 09
Publications:			
Operating manuals		1 342 42	
Theory of Waiting Times		45 50	
Frequency manuals		45 00	
Police Tele manuals		127 70	
Ten Signal		105 33	
Aural Brevity Code		<u>295 46</u>	<u>1 961 41</u>
Total Income			17 683 50

## EXPENSES:

Bulletin:			
Direct salaries	2 161 50		
Percentage employment benefits	<u>370 63</u>	2 532 13	
Printing		8 834 20	
Mailing		1 108 28	
Commissions		167 25	
Other expenses		<u>40 81</u>	
Total			12 682 67
Publications:			
Direct salaries	673 93		
Percentage employment benefits	<u>115 56</u>	789 49	
Printing		9 10	
Mailing		229 50	
Other expenses		<u>140 01</u>	
Total			1 168 10
Overhead			<u>1 890 87</u>
Total Expenses before G&A			15 741 64
G&A Allocations			<u>996 06</u>
Total Expenses			<u>16 737 70</u>

EXCESS OF INCOME OVER EXPENSES

945 80

SEP 30 1975

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PROJECT 13 FUND

## STATEMENT OF INCOME AND EXPENSES

For the Quarter ended September 30, 1975

## INCOME:

Grant income			102 320 00
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## EXPENSES:

Direct salaries	8 333 29		
Percentage employment benefit	<u>1 428 90</u>	9 762 19	

Overhead		5 557 25	
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Contractor		5 000 00	
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Operating expense		237 71	
-------------------	--	--------	--

Professional services		1 900 50	
-----------------------	--	----------	--

Travel		<u>6 091 79</u>	
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Total Expenses before G&A		73 549 44	
---------------------------	--	-----------	--

G&A Allocations		<u>4 653 90</u>	
-----------------	--	-----------------	--

Total Expenses			<u>78 203 34</u>
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<u>EXCESS OF INCOME OVER EXPENSES</u>			<u>24 116 66</u>
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JUN 30 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

FISCAL YEAR REPORT

At June 30, 1975

JUN 30 1975

JUN 30 1975

**BETTY W. KELLY**  
**CERTIFIED PUBLIC ACCOUNTANT**  
843 NORTH BOULEVARD DELAND, FLORIDA 32720  
TELEPHONE (904) 734-4360

July 29, 1975

To the Directors of  
Associated Public-Safety Communications Officers, Inc.  
New Smyrna Beach, Florida 32069

We have examined the balance sheet of Associated Public-Safety Communications Officers, Inc. as of June 30, 1975, and the related statements of income and expenses for the fiscal year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and other such auditing procedures as we considered necessary in the circumstances.

In prior years the records of Associated Public-Safety Communications Officers, Inc. had been kept on the cash basis. In the current fiscal year the records were changed to the accrual method to better reflect income and expenses as incurred. The net effect of adjustments to prior year's fund balance for changing from cash basis to accrual basis resulted in additional income in prior years of \$ 2, 133. 78. (See Exhibit A Page 2 under Fund Balances) Project 13, Exhibit E is for the period June 11, 1974 through June 30, 1975.

In our opinion, the accompanying balance sheet and related statement of income and expenses present fairly the financial position of the Associated Public-Safety Communications Officers, Inc. at June 30, 1975 and the results of its operations for the fiscal year then ended, in conformity with generally accepted accounting principles.

Sincerely,

*Betty W. Kelly*

BETTY W. KELLY  
CERTIFIED PUBLIC ACCOUNTANT

BWK/sr

JUN 30 1975

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## BALANCE SHEET

At June 30, 1975

## ASSETS

## CURRENT ASSETS:

Southeast Bank of New Smyrna, Operational Fund	2 696 40	
Southeast Bank of New Smyrna, General Fund	51 762 59	
First National Bank of New Smyrna, Publications Fund	33 706 71	
First National Bank of New Smyrna, Project 13	7 128 49	
First National Bank of New Smyrna, Savings Account	10 060 31	
Southeast Bank of New Smyrna, Project 13 Overhead Reserve	19 762 46	
Southeast Bank of New Smyrna, Retirement Trust Fund	<u>5 187 89</u>	

Total Cash		130 304 85
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Accounts receivable		8 743 89
---------------------	--	----------

Project funds receivable		15 824 00
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Inventory of publications		7 972 26
---------------------------	--	----------

Utilities deposits		128 00
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Other advances		<u>400 00</u>
----------------	--	---------------

Total Current Assets		163 373 00
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## FIXED ASSETS:

Equipment	13 840 82	
Accumulated depreciation	<u>2 971 97</u>	

Net Equipment		<u>10 868 85</u>
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<u>TOTAL ASSETS</u>		<u>174 241 85</u>
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LIABILITIES AND FUND BALANCES

LIABILITIES:

Accounts payable		5 912 51
Notes payable - equipment		738 50
Accrued taxes payable		1 624 98
Retirement trust fund liability, For J. Rhett McMillian, Jr.		<u>5 187 89</u>
Total Liabilities		13 463 88

FUND BALANCES:

Balance, June 30, 1974		80 803 22
Prior period adjustments:		
<i>Accumulated depreciation</i>	1 887 93	
<i>Retirement trust fund liability</i>	2 671 64	
Income from projects completed in prior period	<u>6 693 35</u>	
Total Prior Period Adjustments		<u>2 133 78</u>
Adjusted Fund Balance		82 937 00

For the Fiscal Year ended June 30, 1975:

Excess of income over expenses:		
Membership and conference (Exhibit C)	45 662 17	
Miscellaneous (Exhibit C)	901 28	
Publications fund (Exhibit D)	1 192 21	
Project 13 fund (Exhibit E)	<u>30 085 31</u>	

Total 77 840 97

Balance, June 30, 1975 160 777 97

TOTAL LIABILITIES AND FUND BALANCES 174 241 85

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

GENERAL & ADMINISTRATIVE AND OVERHEAD BREAKDOWNS

For the Fiscal Year ended June 30, 1975

GENERAL & ADMINISTRATIVE (G&A):

Administrative salaries and payroll taxes	2 119 71
Awards to officers	1 295 64
Commission to executive secretary	1 469 56
Executive secretary pension trust expense	1 712 97
Legal fees	11 461 75
Professional management services	500 00
President's expenses	358 01
Travel	15 857 98
<b>Total G&amp;A Expenses</b>	<b><u>34 775 62</u></b>

GENERAL & ADMINISTRATIVE PERCENTAGE (rounded)

8.34

34 775.62 ÷ 416 922.18 (Total Expense)

OVERHEAD

Overhead salaries and payroll taxes	3 489 20
Depreciation	1 084 04
Dues and assessments	737 50
General expense	70 92
Insurance	1 217 00
Office expense and printing	6 815 09
Postage	2 149 86
Professional services - accounting	973 52
Rent	1 728 00
Repairs and maintenance	787 39
Telephone	5 542 26
Utilities	887 00
<b>Total Overhead Expenses</b>	<b><u>25 481 78</u></b>

OVERHEAD PERCENTAGE (rounded)

43.74

25 481.78 ÷ 58 258.08 (Total Direct Labor & Payroll Taxes)

Exhibit C  
JUN 30 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

MEMBERSHIP & CONFERENCE AND MISCELLANEOUS

STATEMENTS OF INCOME AND EXPENSES

For the Fiscal Year ended June 30, 1975

MEMBERSHIP & CONFERENCE:

Income:

Membership dues		41 293 65
Emblems, pins, etc.		434 25
Conference receipts		<u>28 289 28</u>
Total Income		70 017 18

Expenses:

Direct salaries	12 930 98	
Payroll taxes	<u>782 31</u>	13 713 29

Overhead		5 998 12
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Conference expenses		1 523 16
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Cost of emblems, pins, etc.		<u>1 245 38</u>
-----------------------------	--	-----------------

		22 479 95
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G&A Allocation		<u>1 875 06</u>
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Total Expenses		<u>24 355 01</u>
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<u>EXCESS OF INCOME OVER EXPENSES</u>		<u>45 662 17</u>
---------------------------------------	--	------------------

MISCELLANEOUS INCOME:

Interest earned		356 43
Other income		<u>544 85</u>

<u>TOTAL MISCELLANEOUS INCOME</u>		<u>901 28</u>
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Exhibit D  
 JUN 30 1975

APCO, INC.

PUBLICATIONS FUND

STATEMENT OF INCOME AND EXPENSES

For the Fiscal Year ended June 30, 1975

INCOME:

Bulletin advertising	54 505 10	
Bulletin subscriptions	<u>11 450 69</u>	
		65 955 79
Manuals		9 527 53
Ten Signal		1 020 55
Aural Brevity Code		<u>855 30</u>
Total Income		77 359 17

EXPENSES:

Bulletin:		
Printing	37 456 15	
Mailing	6 001 77	
Commissions	497 25	
Other expenses	<u>868 31</u>	44 823 48
Manuals, printing		2 914 87
Editorial services		3 348 20
Direct salaries	11 860 00	
Payroll taxes	<u>717 45</u>	12 577 45
Overhead		5 501 31
Auto expense		298 35
Conference expense		792 81
Supplies		<u>46 50</u>
		70 302 97
G&A Allocation		<u>5 863 99</u>
Total Expenses		<u>76 166 96</u>

EXCESS OF INCOME OVER EXPENSES

1 192 21

Exhibit E  
JUN 30 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

PROJECT 13 FUND

STATEMENT OF INCOME AND EXPENSES

For the Period June 11, 1974 through June 30, 1975

INCOME:

Grant income - 6/11/74 - 6/30/74		30 858 00
Grant income - 7/1/74 - 6/30/75		<u>362 335 00</u>
		393 193 00

EXPENSES:

Direct salaries - 6/11/74 - 6/30/74	4 679 16	
Direct salaries - 7/1/74 - 6/30/75	30 143 27	
Payroll taxes	<u>1 824 07</u>	36 646 50
Overhead - 6/11/74 - 6/30/74	7 252 70	
Overhead - 7/1/74 - 6/30/75	<u>13 982 35</u>	21 235 05
Contractor		220 000 00
Office equipment		2 344 61
Operating expense		1 883 10
Professional services		11 559 21
Travel		<u>42 402 65</u>
		336 071 12
G&A Allocation		<u>27 036 57</u>

Total Expenses		<u>363 107 69</u>
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<u>EXCESS OF INCOME OVER EXPENSES</u>		<u>30 085 31</u>
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FOOTNOTE: APCO, INC. has always reported projects on a completed project basis prior to this fiscal year. All financial records are being reported on an accrual basis as of current fiscal year. This resulted in Project 13 showing a period of 12 months and 15 days instead of the normal 12 months.

JUN 30 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

STATEMENT OF CHANGES IN FINANCIAL POSITION - WORKING CAPITAL BASIS

For the Fiscal Year ended June 30, 1975

FUNDS WERE PROVIDED BY:

Net income	77 840 97
Add expenses not requiring working capital:	
Depreciation	1 084 04
Increase in long-term debt	<u>2 516 25</u>

Total Funds Provided 81 441 26

FUNDS USED:

Equipment 5 340 22

INCREASE IN WORKING CAPITAL 76 101 04

CHANGES IN WORKING CAPITAL ACCOUNTS:

	Account Balances <u>6/30/74</u>	Balances <u>6/30/75</u>	Increase or <u>Decrease</u>
<b>Current Assets:</b>			
Cash	73 958 60	130 304 85	56 346 25
Deposits	128 00	128 00	-0-
Other advances	200 00	400 00	200 00
Accounts receivable	-0-	8 743 89	8 743 89
Project funds receivable	6 693 35	15 824 00	9 130 65
Inventory of publications	<u>-0-</u>	<u>7 972 26</u>	<u>7 972 26</u>
<b>Total Current Assets</b>	<u>80 979 95</u>	<u>163 373 00</u>	<u>82 393 05</u>
<b>Current Liabilities:</b>			
Accounts payable	-0-	5 912 51	5 912 51
Notes payable - equipment	-0-	738 50	738 50
Accrued taxes payable	<u>1 983 98</u>	<u>1 624 98</u>	<u>359 00</u>
<b>Total Current Liabilities</b>	<u>1 983 98</u>	<u>8 275 99</u>	<u>6 292 01</u>
<b><u>NET INCREASE IN WORKING CAPITAL</u></b>	<u>78 995 97</u>	<u>155 097 01</u>	<u>76 101 04</u>

## AUDIT COMMENTS

Savings account # 1-00-045201 at the Southeast Bank of New Smyrna should be entitled per Declaration of Trust as follows:

"Associated Public-Safety Communications Officers, Inc., as Trustee for J. Rhett McMillian, Jr., under a Declaration of Trust dated August 16, 1972."

Mileage can be reimbursed at the rate of 15¢ per mile for first 15,000 miles and 10¢ per mile thereafter each year.

You need more complete receipts for meals, hotels, lodging and car rental under the travel category. The original receipts should be required rather than photo copies for reimbursement.

The term operating expense is too general. It should be broken down into more categories.

There should be more than one signature on bank accounts so that if one person is unavailable someone else will be able to write checks. The Bulletin Fund- 1st National Bank of New Smyrna, Operational Fund- Southeast Bank of New Smyrna, Project 13 Fund- 1st National Bank of New Smyrna, Project 13 Overhead Reserve- Southeast Bank of New Smyrna and Savings Account- 1st National Bank of New Smyrna only have one signature on card at bank. This does not mean it should require two signatures but that more than one person should be able to draw out funds. On any account requiring dual signatures to draw out funds, there should be at least three signatures on card at bank.

On the signature cards at bank for the Trust account, J. Rhett McMillian, Jr. should sign as Trustee. The other person or persons should also be shown as Trustees.

The memberships funds for publications should be transferred quarterly rather than annually to better reflect receipts and disbursements in the same manner as statements are prepared.

The person performing janitorial service, Angeline Brazell, is not shown on payroll but is being paid as if she were under contract. After asking Mrs. McMillian, we discovered she does not have an occupational license so she should be paid as an employee and have fica taxes deducted and receive a W-2 at the end of the year.

The commission to executive secretary should have had payroll taxes deducted and should have been included as part of wages on W-2 at the end of the year.

MAR 31 1975

APCO, INC

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

March 31, 1975

MAR 31 1975

Exhibit A

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS)

BALANCE SHEET

March 31, 1975

Assets

CURRENT ASSETS:

Petty Cash Fund	2 926 97	
Bank of New Smyrna, general fund	59 934 51	
First National Bank, publications fund	25 456 28	
First National Bank, Project 13	115 603 30	
First National Bank, savings account	3 005 60	
Bank of New Smyrna, Project 13 overhead reserve	16 529 40	
Bank of New Smyrna, pension fund savings account	4 426 08	227 882 14
Accounts receivable		4 715 89
Inventory of publications		6 165 05
Utilities deposits		128 00
Advances		400 00
Total Current Assets		239 291 08

FIXED ASSETS:

Equipment	10 661 67	
Less accumulated depreciation	2 658 68	8 002 99

TOTAL ASSETS

247 294 07

Liabilities and Fund Balances

LIABILITIES:

Accounts payable		2 913 09
Notes payable, equipment		843 72
Accrued employment expenses		5 784 57
Accrued taxes payable		1 730 63
Total Liabilities		11 272 01

FUND BALANCES:

Balance, July 1, 1974	80 803 22
Prior period adjustment to accumulated depreciation	1 887 93
	<u>78 915 29</u>

For nine months ended March 31, 1975:

Excess of receipts over disbursements:		
Membership and conference (Exh. C)	40 554 77	
Miscellaneous (Exh. C)	7 916 15	
Project 13 (Exh. E)	118 290 80	166 761 72

Excess of disbursements over receipts:

Publications fund (Exh. D)	9 654 95
----------------------------	----------

Balance, March 31, 1975

236 022 06

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## GENERAL &amp; ADMINISTRATIVE AND OVERHEAD BREAKDOWNS

For NINE MONTHS ended March 31, 1975

## GENERAL &amp; ADMINISTRATIVE (G&amp;A):

Administrative salaries	1 486 87
Awards to officers	1 286 81
Commission to executive secretary	1 469 56
Legal fees	8 761 66
Professional services - Management	500 00
President's expenses	358 01
Travel	9 192 18
Total G & A Expenses	<u>23 055 09</u>

GENERAL & ADMINISTRATIVE PERCENTAGE7.87

23 055.09 ÷ 292 958.46 (Total Expenses)

## OVERHEAD:

Overhead salaries	2 447 63
Depreciation	770 75
Dues and assessments	397 50
Insurance	1 217 00
Office expense and printing	5 049 93
Postage	768 02
Professional services - Accounting	723 52
Rent	1 268 70
Repairs and maintenance	553 63
Telephone	4 242 77
Utilities	701 82
Total Overhead Expenses	<u>18 141 27</u>

OVERHEAD PERCENTAGE (rounded)\*37.05

18 141.27 ÷ 491 969.94 (Total Direct Labor)

MAR 31 1975

## APCO., INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## MEMBERSHIP &amp; CONFERENCE AND MISCELLANEOUS

## STATEMENTS OF RECEIPTS AND DISBURSEMENTS

For NINE MONTHS ended March 31, 1975

## MEMBERSHIP &amp; CONFERENCE:

## Receipts:

Membership dues		31 766 65
Emblems; pins, etc.		184 75
Conference receipts		<u>26 706 65</u>
Total Receipts		58 658 05

## Disbursements:

Direct salaries	8 784 00	
Percentage benefit (20.83)	<u>1 829 70</u>	10 613 70

Overhead	10 613 70	
	x 37.05*	= 3 931 92

Conference expenses		1 523 16
Cost of emblems, pins, etc.		<u>713 75</u>

## G&amp;A Allocation

	16 782 53
	<u>1 320 75</u>

Total Expenses		<u>18 103 28</u>
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EXCESS OF RECEIPTS OVER DISBURSEMENTS40 554 77

## MISCELLANEOUS RECEIPTS:

Projects completed in prior periods	6 693 35
Interest earned	163 66
Pension contributions	559 14
Other income	<u>500 00</u>

TOTAL MISCELLANEOUS RECEIPTS7 916 15

MAR 31 1975

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATION FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For NINE MONTHS ended March 31, 1975

## RECEIPTS:

Bulletin advertising	40 644 33	
Bulletin subscriptions	<u>663 69</u>	41 308 02
Manuals		7 935 92
Ten Signal		732 74
Aural Brevity Code		<u>682 30</u>
Total Receipts		50 658 98

## DISBURSEMENTS:

Bulletin:		
Printing	23 842 38	
Mailing	4 649 74	
Commissions	297 75	
Other expenses	<u>714 48</u>	29 504 35
Manuals, printing		7 496 32
Editorial services		3 348 20
Direct salaries	8 312 50	
Percentage benefit	<u>1 731 49</u>	10 043 99
Overhead	10 043 99	
	x 37.05	3 720 87
Auto expense		240 13
Conference expense		792 81
Postage and freight		<u>767 00</u>
G&A Allocation		55 913 67
		<u>4 400 26</u>
Total Expenses		60 313 93

EXCESS OF DISBURSEMENTS OVER RECEIPTS9 654 95

MAR 31 1975

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

PROJECT 13 FUND

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For NINE MONTHS ended March 31, 1975

## RECEIPTS:

Grant Income			367 819 00
--------------	--	--	------------

## DISBURSEMENTS:

Direct salaries	23 431 47		
Percentage benefit	<u>4 880 78</u>	28 312 25	

Overhead	28 312 25		
	x 37.05*	=10 488 48	

Contractor			130 000 00
------------	--	--	------------

Office equipment			2 291 56
------------------	--	--	----------

Operating expense			1 623 64
-------------------	--	--	----------

Professional services			10 834 21
-----------------------	--	--	-----------

Travel			<u>36 712 12</u>
--------	--	--	------------------

			220 262 26
--	--	--	------------

G&A Allocation			<u>17 334 08</u>
----------------	--	--	------------------

Total Expenses			<u>237 596 34</u>
----------------	--	--	-------------------

Net Amount this Period			130 222 66
------------------------	--	--	------------

Less: Reimbursements to General Fund  
Applicable to Prior Period Expenses:

Direct salaries		4 679 16	
Overhead		<u>7 252 70</u>	<u>11 931 86</u>

<u>EXCESS OF RECEIPTS OVER DISBURSEMENTS</u>			<u><u>118 290 80</u></u>
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SEP 30 1974

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

September 30, 1974

SEP 30 1974

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS

September 30, 1974

## Assets

## CURRENT ASSETS:

## Cash:

Petty Cash fund	3 710 79	
Bank of New Smyrna, general fund	19 393 37	
First National Bank, publications fund	25 013 42	
First National Bank, Project 13	39 629 80	
First National Bank, Project 14	2 714 47	
First National Bank, savings account	3 005 60	
Bank of New Smyrna, Project 13 overhead reserve	6 045 09	
Bank of New Smyrna, Pension Fund savings account	3 144 14	

Total Cash (see Exhibit E)		102 656 68
----------------------------	--	------------

Utilities deposit		128 00
Other advances		200 00

Total Current Assets		102 984 68
----------------------	--	------------

## FIXED ASSETS:

Equipment	8 743 60	
<i>Less accumulated depreciation</i>	<u>2 165 50</u>	<u>6 578 10</u>

<u>TOTAL ASSETS</u>		<u>109 562 78</u>
---------------------	--	-------------------

## Liabilities and Fund Balances

## LIABILITIES:

Accrued employment taxes		1 572 34
--------------------------	--	----------

## FUND BALANCES:

Balance, July 1, 1974	80 803 22	
<i>Prior period adjustment to accumulated depreciation.</i>	<u>1 922 40</u>	

	78 880 82	
--	-----------	--

For three months ended, September 30, 1974:

## Excess of receipts over disbursements:

Project 13 (Exhibit D)	39 629 80	
Project 13 overhead reserve, (Exhibit D)	<u>6 045 09</u>	45 674 89

## Excess of disbursements over receipts:

General Fund (Exhibit B)	11 863 11	
Publications Fund (Exhibit C)	3 551 51	
Project 14 (Exhibit D)	<u>1 150 65</u>	<u>16 565 27</u>

Balance, September 30, 1974		<u>107 990 44</u>
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<u>TOTAL LIABILITIES AND FUND BALANCES</u>		<u>109 562 78</u>
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APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATION OFFICERS, INC.)

GENERAL FUND

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1974

RECEIPTS:

Membership dues	5 966 90
Emblems, jewelry, etc.	184 65
Conference receipts	210 70
Pension contributions	157 50
Project reimbursements	15 772 41
Total Receipts	22 292 16

DISBURSEMENTS:

Salaries	14 199 09
Awards to officers	1 252 23
Commission to executive secretary	1 469 56
Conference expenses	4 300 05
Depreciation	243 10
Dues and assessments	104 50
Legal fees	2 905 48
Maintenance	309 76
Office expense and printing	1 971 89
Postage	250 00
President's expenses	161 20
Professional services	148 52
Project expenses	334 98
Rent	343 75
Taxes	889 03
Telephone	1 658 33
Travel	3 512 24
Utilities	101 56
Total Disbursements	34 155 27

EXCESS OF DISBURSEMENTS OVER RECEIPTS

11 863 11

APCO, INC.

SEP 30 1974

(ASSOCIATED PUBLIC-SAFETY COMMUNICATION OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1974

## RECEIPTS:

Bulletin advertising	13 833 86	
Bulletin subscriptions	<u>148 00</u>	13 981 86
Manuals		2 117 33
Ten Signal		189 10
Aural Brevity Code		<u>199 50</u>
Total Receipts		16 487 79

## DISBURSEMENTS:

Bulletin:		
Printing	10 733 23	
Mailing	1 223 62	
Commissions	<u>143 25</u>	12 100 10
Editorial services	2 059 32	
Manuals, printing	4 226 56	
Advertising	200 00	
Auto expense	50 00	
Conference expense	541 21	
Office expense	174 42	
Postage and freight	250 00	
Professional services	75 00	
Rent	68 75	
Telephone	209 06	
Utilities	<u>84 88</u>	
Total Disbursements		<u>20 039 30</u>

EXCESS OF DISBURSEMENTS OVER RECEIPTS3 551 51

SEP 30 1974

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PROJECT FUNDS

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1974

PROJECT 13

Receipts		82 655 00
Disbursements:		
Operating expense	1 147 46	
Professional services	1 250 00	
Office equipment	2 291 56	
Indirect costs (overhead)	15 802 96	
Direct labor costs	12 919 56	
Overhead reserve	4 257 54	
Travel	5 356 12	
Total Disbursements		<u>43 025 20</u>
<u>EXCESS OF RECEIPTS OVER DISBURSEMENTS</u>		<u>39 629 80</u>

PROJECT 13 OVERHEAD RESERVE

Receipts		8 515 08
Disbursements:		
Bank charges	35 18	
APCO, Inc. - General Fund	2 434 81	
<u>RESERVE BALANCE</u>		<u>6 045 09</u>

PROJECT 14

Receipts		3 849 35
Disbursements:		
Project overhead expense		<u>5 000 00</u>
<u>EXCESS OF DISBURSEMENTS OVER RECEIPTS</u>		<u>1 150 65</u>

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

ALL FUNDS

CASH RECONCILIATION

For THREE MONTHS ended September 30, 1974

BEGINNING BALANCES, JULY 1, 1974:

Petty Cash Fund	1 005 43
Bank of New Smyrna, General Fund	35 079 86
First National Bank of New Smyrna, Publications Fund	28 330 95
First National Bank of New Smyrna, Savings Account	3 005 60
Bank of New Smyrna, Pension Fund Savings Account	2 671 64
First National Bank of New Smyrna, Project 14 Fund	<u>3 865 12</u>

Total Beginning Cash 73 958 60

CASH RECEIPTS:

Receipts, General Fund (Exhibit B)	22 292 16
Receipts, Publications Fund (Exhibit C)	16 487 79
Receipts, Project 13 (Exhibit D)	82 655 00
Receipts, Project 13 Overhead Reserve (Exhibit D)	8 515 08
Receipts, Project 14 (Exhibit D)	3 849 35
Accumulated depreciation, 3 months	<u>243 10</u>

Total Available Receipts 134 042 48

ACCOUNTABILITY

208 001 08

CASH DISBURSEMENTS:

Disbursements, General Fund (Exhibit B)	34 155 27
Disbursements, Publications Fund (Exhibit C)	20 039 30
Disbursements, Project 13 (Exhibit D)	43 025 20
Disbursements, Project 13, Overhead Reserve (Exhibit D)	2 469 99
Disbursements, Project 14 (Exhibit D)	5 000 00
Equipment	243 00
Decrease in tax accrual	<u>411 64</u>

Total Disbursements 105 344 40

CLOSING CASH BALANCES (EXHIBIT A)

102 656 68

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

REPORT

June 30, 1974

BETTY W. KELLY  
CERTIFIED PUBLIC ACCOUNTANT  
843 NORTH BOULEVARD DELAND, FLORIDA 32720  
TELEPHONE (904) 734-4360

JUN 30 1974

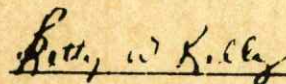
July 25, 1974

To the Directors of  
Associated Public-Safety Communications Officers, Inc.  
New Smyrna Beach, Florida 32069

We have examined the accompanying statement of assets and liabilities, resulting from cash transactions, of Associated Public-Safety Communications Officers, Inc. as of June 30, 1974, and the related statements of cash receipts and disbursements on account of income and expenses for the fiscal year then ended. Our examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion the accompanying statements present fairly the assets and liabilities of Associated Public-Safety Communications Officers, Inc. at June 30, 1974 resulting from cash transactions, and the income collected and expenses disbursed during the fiscal year then ended.

Very truly yours,



Betty W. Kelly

BWK/eed

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS

June 30, 1974

Assets

CURRENT ASSETS:

Cash:

Petty Cash Fund	1 005 43	
Bank of New Smyrna, General Fund	35 079 86	
First National Bank of New Smyrna, Publication Fund	28 330 95	
First National Bank of New Smyrna, Savings Account	3 005 60	
Bank of New Smyrna, Pension Fund Savings Acct.	2 671 64	
First National Bank of New Smyrna, Project 14	<u>3 865 12</u>	73 958 60

Utilities deposits		128 00
Other advances		<u>200 00</u>

Total Current Assets 74 286 60

FIXED ASSETS:

Equipment		<u>8 500 60</u>
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TOTAL ASSETS 82 787 20

Liabilities and Unappropriated Surplus

LIABILITIES:

Accrued employment taxes		1 983 98
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UNAPPROPRIATED SURPLUS:

Balance, June 30, 1973		62 854 15
For the fiscal year ended June 30, 1974:		
Excess of receipts over disbursements:		
General Fund (Exhibit B)	9 726 77	
Publication Fund (Exhibit C)	4 357 18	
Project 14 (Exhibit D)	<u>3 865 12</u>	<u>17 949 07</u>

Balance, June 30, 1974 80 803 22

TOTAL LIABILITIES AND UNAPPROPRIATED SURPLUS 82 787 20

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

GENERAL FUND

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the Fiscal Year ended June 30, 1974

RECEIPTS:

Membership dues	36 627 68
Emblems, jewelry, etc.	301 85
Conference receipts	32 393 83
Interest earned	194 35
Gifts received	1 520 00
Pension contributions	915 00
Project reimbursements	16 931 86
<b>Total Receipts</b>	<b>88 884 57</b>

DISBURSEMENTS:

Salaries	28 468 48
Awards to Officers	1 267 80
Conference expenses	5 816 61
Dues and assessments	487 00
Legal fees	14 355 85
Office expense and printing	3 742 91
Postage	814 27
Professional services, C.P.A.	400 00
Professional services, other	807 00
Rent	962 50
Taxes	2 442 45
Telephone	5 431 37
Travel	10 565 23
President's expenses	61 76
Costs of emblems, jewelry, etc.	967 56
General expense	315 00
Utilities	430 01
Insurance	1 132 00
Commission to Executive Secretary	690 00
<b>Total Disbursements</b>	<b>79 157 80</b>

EXCESS OF RECEIPTS OVER DISBURSEMENTS 9 726 77

JUN 30 1974

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the Fiscal Year ended June 30, 1974

## RECEIPTS:

Bulletin advertising	39 271 49	
Bulletin subscriptions	<u>10 410 40</u>	49 681 89
Manuals,		7 355 33
Ten Signal		630 95
Mailing for others		<u>403 28</u>
Total Receipts		58 071 45

## DISBURSEMENTS:

Bulletin:		
Printing	34 370 07	
Mailing	4 379 28	
Commissions	237 30	
Other expenses	<u>1 651 52</u>	40 638 17
Manuals, printing		3 562 94
Office expense		1 888 33
Postage and freight		879 42
Professional services, C.P.A.		400 00
Rent		687 50
Telephone		675 39
Editorial services		<u>4 982 52</u>
Total Disbursements		<u>53 714 27</u>

EXCESS OF RECEIPTS OVER DISBURSEMENTS4 357 18

APCO, INC.

JUN 30 1974

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

PROJECT 14

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For the Fiscal Year ended June 30, 1974

RECEIPTS:

OTP reimbursements

22 065 88

DISBURSEMENTS:

Legal fees

2 000 00

Project overhead expense

5 000 00

Office expense

189 32

Supplies

664 29

Steering committee, travel

5 591 47

Task Group I, travel

2 554 78

Task Group I, other expense

125 40

Task Group II, travel

1 863 12

Task Group III, travel

212 38

Total Disbursements

18 200 76

EXCESS OF RECEIPTS OVER DISBURSEMENTS

3 865 12

JUN 30 1974

APCO, INC.  
Membership by Chapter

	1967	68	69	70	71	72	73	74	Gain	Loss	Avg.
ARIZONA	53	54	73	92	65	65	64	64			66
ATLANTIC	129	140	177	189	209	169	185	208	23		176
COLO-WYOMING	4	34	34	53	64	43	37	40	3		39
C. P. R. A.	0	168	155	130	100	124	158	193	35		129
FLORIDA	139	147	156	148	153	85	87	111	24		128
GEORGIA				41	27	22	35	22		13	30
IDAHO								30	30		30
ILLINOIS	282	256	320	301	291	227	163	274	111		264
INDIANA	134	119	105	108	108	95	95	76		19	105
INLAND EMPIRE	30	31	28	24	32	17	33	24		9	27
IOWA	38	36	44	43	46	43	45	62	17		45
KANSAS	0	17	15	13	15	81	7	130	123		35
KENTUCKY								61	61		61
MICHIGAN	68	74	70	102	99	71	41	32		9	70
MID-EASTERN	62	80	96	105	139	129	126	143	17		110
MINNESOTA	34	37	42	54	0	52	52	49		3	40
MISSISSIPPI	46	41	34	35	35	27	33	14		19	33
MISSOURI	29	0	0	0	0	0	59	34		25	15
MONTANA								25	25		25
NEW MEXICO	34	31	35	40	36	28	25	22		3	31
N. CAROLINA	54	44	64	66	55	51	63	70	7		58
N. CALIFORNIA	123	153	212	208	237	178	188	199	11		187
NORTHWEST	109	111	118	127	131	110	112	110		2	116
OHIO	89	76	79	85	90	69	75	70		5	79
TENNESSEE				15	10	12	0	31	31		14
TEXAS	63	65	73	71	80	62	70	90	20		72
UTAH							35	34		1	35
VIRGINIA	60	63	62	54	41	22	43	65	22		51
WISCONSIN	84	92	100	97	108	85	85	67		18	90
MEMBERS-AT-LARGE	15	34	13	33	25	38	36	35		1	29
TOTALS:	1722	1957	2147	2259	2260	1957	1984	2385	560	127	2190

N O T E: 1973 Membership Total as of July 7, 1973  
1974 Membership Total as of July 8, 1974

Memberships Acceptable until October, 1974

JUN 30 1974

MEMBERSHIP COMPARISON BY CHAPTER

(TOTALS AS OF JULY 8, 1974)

	<u>A</u>	<u>C</u>	<u>E</u>	<u>T</u>	<u>O</u>	<u>H</u>	<u>L</u>	<u>TOTAL</u>
ARIZONA	44	7		4	8		1	64
ATLANTIC	128	45	16	5	4	8	2	208
COLO-WYOMING	28	10			2			40
C. P. R. A.	157	33					3	193
FLORIDA	72	21	3	8	2	3	2	111
GEORGIA	13	2		7				22
IDAHO	28	2						30
ILLINOIS	163	16	11	2	72	8	2	274
INDIANA	34	7	1	13	10	11		76
INLAND EMPIRE	15	1		4	4			24
IOWA	22	5		3	28	4		62
KANSAS	19	3			108			130
KENTUCKY	16	1		7	37			61
MICHIGAN	16	2	2	6	4		2	32
MID-EASTERN	76	25	24	3	7	6	2	143
MINNESOTA	28	6	1	2	10	2		49
MISSISSIPPI	11	3						14
MISSOURI	16	5		2	11			34
MONTANA	20	2		2	1			25
NEW MEXICO	11	1		3	7			22
N. CAROLINA	57	6	3	1	2	1		70
N. CALIFORNIA	116	49	5	5	8	15	1	199
NORTHWEST	71	19	5	2	3	10		110
OHIO	43	4	6	6	2	9		70
TENNESSEE	25	4			2			31
TEXAS	38	13	1	3	32	2	1	90
UTAH	23	2	1	1	4	3		34
VIRGINIA	31	16	4	1	12		1	65
WISCONSIN	45	7		2		13		67
MEMBERS-AT-LARGE	<u>30</u>	<u>1</u>	<u>3</u>	<u>—</u>	<u>1</u>	<u>—</u>	<u>—</u>	<u>35</u>
<u>TOTALS:</u>	1,396	318	86	92	381	95	17	2,385

JUN 30 1974

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to A P C O*

PRESIDENT  
JOHN E. SIMMONS  
313 N. NINTH STREET  
PHOENIX, ARIZONA 85006

PRESIDENT-ELECT  
WILLIAM L. MILLER  
POLICE DEPARTMENT  
1121 S. STATE STREET  
CHICAGO, ILLINOIS 60605

FIRST VICE-PRESIDENT  
FRANK J. DEVINE  
NEW YORK POLICE DEPT.  
58-05 52ND AVENUE  
WOODSIDE, NEW YORK 11377

J. RHETT McMILLIAN, JR., Executive Secretary

105 1/2 CANAL STREET  
POST OFFICE BOX 669  
NEW SMYRNA BEACH, FLORIDA 32069  
904/428-8700  
904/427-3461

SECOND VICE-PRESIDENT  
ALAN L. ARMITAGE  
POST OFFICE BOX 303  
FREEHOLD, NEW JERSEY 07728

1974 NATIONAL CONFERENCE CHAIRMAN  
EDDIE SIMON  
1970 "B" STREET  
BUILDING NUMBER 38  
SAN DIEGO, CALIFORNIA 92102

1975 NATIONAL CONFERENCE CHAIRMAN  
ROBERT O. MYERS  
POST OFFICE BOX 7796  
WASHINGTON, D.C. 20044

July 29, 1974

TO: The Executive Committee  
FROM: The Executive Secretary  
SUBJECT: FY 1973-74 Ending Financial Report

Attached please find the required CPA audit. As compared with the FY 1972-73 closing audit, this report may be summarized as follows:

1) General Fund: R/D up by	37%
2) Publications Fund: R/D up by	268%
3) Total Current Assets up by	18%
4) Fixed Assets up by	50%
5) Closing cash balance up by	30%
6) Project Fourteen Special Account reserve	\$3,865

This report indicates excellent financial progress of the Association, particularly in view of the fact that a major project has been brought on board, staff salaries have been increased, and a publications manager has been employed some nine months.

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

ALL FUNDS

CASH RECONCILIATION

For the Fiscal Year ended June 30, 1974

BEGINNING BALANCES, JULY 1, 1973

Petty Cash Fund	582 96
Bank of New Smyrna, General Fund	29 228 63
First National Bank of New Smyrna, Publication Fund	24 159 13
First National Bank of New Smyrna, Savings Acct.	<u>2 895 39</u>

Total Beginning Cash	56 866 11
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CASH RECEIPTS:

Receipts, General Fund (Exhibit B)	88 884 57
Receipts, Publications Fund (Exhibit C)	58 071 45
Receipts, Project 14 (Exhibit D)	<u>22 065 88</u>

Total Cash Receipts	<u>169 021 90</u>
---------------------	-------------------

ACCOUNTABILITY

225 888 01

CASH DISBURSEMENTS:

Disbursements, General Fund (Exhibit B)	79 157 80
Disbursements, Publications Fund (Exhibit C)	53 714 27
Disbursements, Project 14 (Exhibit D)	18 200 76
Equipment	2 847 33
<i>Increase in annual</i>	1 690 75
Conference advance	200 00
Pension Fund	<u>500 00</u>

Total Cash Disbursements	<u>151 929 41</u>
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CLOSING CASH BALANCE (EXHIBIT A)

73 958 60

HASEK

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

December 31, 1973

STATEMENT OF THE ACCOUNTANTS

THIS IS AN INTERIM REPORT.  
ON ENGAGEMENTS OF INTERIM ACCOUNTING AND AUDITING, REPORTS ARE RENDERED SOLELY TO FULFILL THE REQUIREMENTS OF THE CLIENT, AND THIRD PARTIES INTENDING TO RELY ON THE INFORMATION CONTAINED IN AN INTERIM REPORT SHOULD INQUIRE REGARDING THE EXTENT OF OUR ENGAGEMENT.

APCO. INC.  
 (ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)  
 STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS  
 At December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

Assets

CURRENT ASSETS:

Cash:

Petty cash fund	436 54
Bank of New Smyrna, general fund	29 089 63
First National Bank, publications fund	25 655 88
Savings account	2 939 10
Pension Fund	<u>1 684 20</u>

Total Cash (see Exhibit D)	59 805 35
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Due from Project 14	5 000 00
Utility deposits	<u>128 00</u>

Total Current Assets	64 933 35
----------------------	-----------

FIXED ASSETS:

Equipment	<u>7 811 04</u>
-----------	-----------------

<u>TOTAL ASSETS</u>	<u>72 744 39</u>
---------------------	------------------

Liabilities and Unappropriated Surplus

LIABILITIES:

Accrued employment taxes	535 18
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UNAPPROPRIATED SURPLUS:

Balance, June 30, 1973	62 854 15
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For six months ended December 31, 1973:

Excess of receipts over disbursements:

General Fund (Exhibit B)	8 114 98
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Publications Fund (Exhibit C)	<u>1 240 08</u>
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Balance, December 31, 1973	<u>72 209 21</u>
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<u>TOTAL LIABILITIES AND SURPLUS</u>	<u>72 744 39</u>
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## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## GENERAL FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## RECEIPTS:

Membership dues	10 593 68
Emblems, jewelry, etc.	240 45
Conference receipts	30 000 00
Interest earned	77 91
Gifts received	1 520 00
Pension contributions	550 00
<b>Total Receipts</b>	<b>42 982 04</b>

## DISBURSEMENTS:

Salaries	10 654 00
Awards to officers	821 28
Commission to Executive Secretary	690 00
Conference expenses	5 537 52
Cost of emblems, jewelry, etc.	679 86
General expense	126 63
Legal fees	7 081 64
Office expense and printing	2 124 75
Postage	414 27
Professional services	200 00
Rent	412 50
Taxes	672 38
Telephone	3 013 60
Travel	2 172 60
Utilities	266 03
<b>Total Disbursements</b>	<b>34 867 06</b>

EXCESS OF RECEIPTS OVER DISBURSEMENTS8 114 98

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## RECEIPTS:

Bulletin advertising	23 880 09	
Bulletin subscriptions	<u>311 40</u>	24 191 49
Mailing for others (net)		403 28
Manuals		4 282 08
Ten Signal		<u>298 85</u>
Total Receipts		29 175 70

## DISBURSEMENTS:

Bulletin:		
Printing	18 697 78	
Mailing	1 802 14	
Commissions	113 40	
Other expenses	<u>1 015 43</u>	21 628 75
Editorial services		1 405 40
Manuals, printing		2 537 50
Office expense		1 048 19
Postage and freight		409 67
Professional services		200 00
Rent		412 50
Telephone		<u>293 61</u>
Total Disbursements		<u>27 935 62</u>

EXCESS OF RECEIPTS OVER DISBURSEMENTS1 240 08

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## ALL FUNDS

## CASH RECONCILIATION

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## BEGINNING BALANCES (JULY 1, 1973):

Petty cash fund	582 96
Bank of New Smyrna, general fund	29 228 63
First National Bank, publications fund	24 159 13
Savings account	<u>2 895 39</u>

Total Cash, Beginning	56 866 11
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## CASH RECEIPTS:

Receipts, general fund (Exhibit B)	42 982 04
Receipts, publications fund (Exhibit C)	29 175 70
Pension fund balance, prior year	500 00
Increase in tax accrual	<u>241 95</u>

Total Receipts	<u>72 899 69</u>
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## ACCOUNTABILITY

129 765 80

## CASH DISBURSEMENTS:

Disbursements, general fund (Exhibit B)	34 867 06
Disbursements, publications fund (Exhibit C)	27 935 62
Equipment	2 157 77
Project 14	<u>5 000 00</u>

Total Cash Disbursements	<u>69 960 45</u>
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CLOSING CASH BALANCES (EXHIBIT A)59 805 35

DEC 31 1973

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

December 31, 1973

STATEMENT OF THE ACCOUNTANTS

THIS IS AN INTERIM REPORT  
ON ENGAGEMENTS OF INTERIM ACCOUNTING AND AUDITING. REPORTS ARE RENDERED SOLELY TO FULFILL THE REQUIREMENTS OF THE  
CLIENT, AND THIRD PARTIES INTENDING TO RELY ON THE INFORMATION CONTAINED IN AN INTERIM REPORT SHOULD INQUIRE REGARDING  
THE EXTENT OF OUR ENGAGEMENT.

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS

At December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## Assets

## CURRENT ASSETS:

## Cash:

Petty cash fund	436 54
Bank of New Smyrna, general fund	29 089 63
First National Bank, publications fund	25 655 88
Savings account	2 939 10
Pension Fund	1 684 20

Total Cash (see Exhibit D)	59 805 35
----------------------------	-----------

Due from Project 14	5 000 00
Utility deposits	128 00

Total Current Assets	64 933 35
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## FIXED ASSETS:

Equipment	7 811 04
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<u>TOTAL ASSETS</u>	<u>72 744 39</u>
---------------------	------------------

## Liabilities and Unappropriated Surplus

## LIABILITIES:

Accrued employment taxes	535 18
--------------------------	--------

## UNAPPROPRIATED SURPLUS:

Balance, June 30, 1973	62 854 15
------------------------	-----------

For six months ended December 31, 1973:	
---	--

Excess of receipts over disbursements:	
--	--

General Fund (Exhibit B)	8 114 98
--------------------------	----------

Publications Fund (Exhibit C)	1 240 08
-------------------------------	----------

Balance, December 31, 1973	72 209 21
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<u>TOTAL LIABILITIES AND SURPLUS</u>	<u>72 744 39</u>
--------------------------------------	------------------

DEC 31 1973

Exhibit B

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## GENERAL FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## RECEIPTS:

Membership dues	10 593 68
Emblems, jewelry, etc.	240 45
Conference receipts	30 000 00
Interest earned	77 91
Gifts received	1 520 00
Pension contributions	550 00
	<hr/>
Total Receipts	42 982 04

## DISBURSEMENTS:

Salaries	10 654 00
Awards to officers	821 28
Commission to Executive Secretary	690 00
Conference expenses	5 537 52
Cost of emblems, jewelry, etc.	679 86
General expense	126 63
Legal fees	7 081 64
Office expense and printing	2 124 75
Postage	414 27
Professional services	200 00
Rent	412 50
Taxes	672 38
Telephone	3 013 60
Travel	2 172 60
Utilities	266 03
	<hr/>
Total Disbursements	34 867 06

EXCESS OF RECEIPTS OVER DISBURSEMENTS8 114 98

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## RECEIPTS:

Bulletin advertising	23 880 09	
Bulletin subscriptions	<u>311 40</u>	24 191 49
Mailing for others (net)		403 28
Manuals		4 282 08
Ten Signal		<u>298 85</u>
Total Receipts		29 175 70

## DISBURSEMENTS:

Bulletin:		
Printing	18 697 78	
Mailing	1 802 14	
Commissions	113 40	
Other expenses	<u>1 015 43</u>	21 628 75
Editorial services		1 405 40
Manuals, printing		2 537 50
Office expense		1 048 19
Postage and freight		409 67
Professional services		200 00
Rent		412 50
Telephone		<u>293 61</u>
Total Disbursements		<u>27 935 62</u>

EXCESS OF RECEIPTS OVER DISBURSEMENTS1 240 08

DEC 31 1973

Exhibit D

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## ALL FUNDS

## CASH RECONCILIATION

For SIX MONTHS ended December 31, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## BEGINNING BALANCES (JULY 1, 1973):

Petty cash fund	582 96	
Bank of New Smyrna, general fund	29 228 63	
First National Bank, publications fund	24 159 13	
Savings account	<u>2 895 39</u>	
Total Cash, Beginning		56 866 11

## CASH RECEIPTS:

Receipts, general fund (Exhibit B)	42 982 04	
Receipts, publications fund (Exhibit C)	29 175 70	
Pension fund balance, prior year	500 00	
Increase in tax accrual	<u>241 95</u>	
Total Receipts		<u>72 899 69</u>

## ACCOUNTABILITY

129 765 80

## CASH DISBURSEMENTS:

Disbursements, general fund (Exhibit B)	34 867 06	
Disbursements, publications fund (Exhibit C)	27 935 62	
Equipment	2 157 77	
Project 14	<u>5 000 00</u>	
Total Cash Disbursements		<u>69 960 45</u>

CLOSING CASH BALANCES (EXHIBIT A)59 805 35

SEP 30 1973

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

INTERIM REPORT

September 30, 1973

**STATEMENT OF THE ACCOUNTANTS**

THIS IS AN INTERIM REPORT.  
ON ENGAGEMENTS OF INTERIM ACCOUNTING AND AUDITING, REPORTS ARE RENDERED SOLELY TO FULFILL THE REQUIREMENTS OF THE CLIENT, AND THIRD PARTIES INTENDING TO RELY ON THE INFORMATION CONTAINED IN AN INTERIM REPORT SHOULD INQUIRE REGARDING THE EXTENT OF OUR ENGAGEMENT.  
COMPLETE AUDIT PROCEDURES WERE NOT EMPLOYED, AND, IN CONFORMITY WITH STATEMENTS OF AUDITING PROCEDURE NO. 23 OF THE AMERICAN INSTITUTE OF ACCOUNTANTS, WE STATE THAT WE ARE NOT IN A POSITION TO RENDER AN OPINION ON THE FAIRNESS

APCO, INC.  
(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS

September 30, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

Assets

CURRENT ASSETS:

Cash:

Petty cash fund	361 21
Bank of New Smyrna, general fund	40 563 08
First National Bank, publications fund	21 677 33
Savings account	<u>2 933 39</u>

Total Cash (see Exhibit D) 65 535 01

Pension Fund	800 00
Project 14	5 000 00
Utility deposits	<u>128 00</u>

Total Current Assets 71 463 01

FIXED ASSETS:

Equipment 5 965 19

TOTAL ASSETS 77 428 20

Liabilities and Unappropriated Surplus

LIABILITIES:

Accrued employment taxes 493 06

UNAPPROPRIATED SURPLUS:

Balance, June 30, 1973 62 854 15

For three months ended September 30, 1973:

Excess of receipts over disbursements:  
General Fund (Exhibit B) 16 621 60

Excess of disbursements over receipts:  
Publications Fund (Exhibit C) 2 542 61

Balance, September 30, 1973 76 935 14

TOTAL LIABILITIES AND SURPLUS 77 428 20

SEP 30 1973

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS)

GENERAL FUND

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

RECEIPTS:

Membership dues	4 847 18
Emblems, jewelry, etc.	197 65
Conference receipts	30 000 00
Interest earned	38 00
Total Receipts	<u>35 082 83</u>

DISBURSEMENTS:

Salaries	4 281 00
Awards to officers	1 500 68
Conference expenses	4 831 38
Cost of emblems, jewelry, etc.	679 86
General expense	17 96
Legal fees	2 654 42
Office expense and printing	739 36
Postage	173 70
Professional services	100 00
Rent	206 25
Taxes	362 99
Telephone	1 464 96
Travel (meetings)	303 24
Utilities	145 43
Total Disbursements	<u>18 461 23</u>

EXCESS OF RECEIPTS OVER DISBURSEMENTS

16 621 60

SEP 30 1973

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

PUBLICATIONS FUND

STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

RECEIPTS:

Bulletin advertising		10 762 21	
Bulletin subscriptions		<u>117 40</u>	10 879 61
Manuals			1 848 08
Ten Signal			<u>164 45</u>
Total Receipts			12 892 14

DISBURSEMENTS:

Bulletin:			
Printing	9 927 12		
Mailing	846 91		
Commissions	54 00		
Other expenses	<u>642 10</u>	11 470 13	
Manuals, printing		2 537 50	
Office expense		732 45	
Postage and freight		256 31	
Professional services		100 00	
Rent		206 25	
Telephone		<u>130 11</u>	
Total Disbursements			<u>15 432 75</u>

EXCESS OF DISBURSEMENTS OVER RECEIPTS

2 540 61

SEP 30 1973

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## CASH RECONCILIATION

For THREE MONTHS ended September 30, 1973

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## BEGINNING BALANCES (July 1, 1973):

Petty cash fund	582 96	
Bank of New Smyrna, general fund	29 228 63	
First National Bank, publication fund	24 159 13	
Savings account	<u>2 895 39</u>	
Total Cash, Beginning		56 866 11

## CASH RECEIPTS:

Receipts, general fund (Exhibit B)	35 082 83	
Receipts, publications fund (Exhibit C)	12 892 14	
Increase in tax accrual	<u>199 83</u>	
Total Receipts		<u>48 174 80</u>

## ACCOUNTABILITY

105 040 91

## CASH DISBURSEMENTS:

Disbursements, general fund (Exhibit B)	18 461 23	
Disbursements, publications fund (Exhibit C)	15 432 75	
Pension Fund	300 00	
Project 14	5 000 00	
Equipment	<u>311 92</u>	
Total Cash Disbursements		<u>39 505 90</u>

CLOSING CASH BALANCES (EXHIBIT A)65 535 01

SEP 30 1971

FROM: The Executive Secretary *A.P.M.*  
TO: The Executive Committee  
SUBJECT: Third Quarter Financial Report

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

INTERIM REPORT

September 30, 1971

STATEMENT OF THE ACCOUNTANTS

THIS IS AN INTERIM REPORT.  
ON ENGAGEMENTS OF INTERIM ACCOUNTING AND AUDITING, REPORTS ARE RENDERED SOLELY TO FULFILL THE REQUIREMENTS OF THE CLIENT, AND THIRD PARTIES INTENDING TO RELY ON THE INFORMATION CONTAINED IN AN INTERIM REPORT SHOULD INQUIRE REGARDING THE EXTENT OF OUR ENGAGEMENT.

COMPLETE AUDIT PROCEDURES WERE NOT EMPLOYED, AND, IN CONFORMITY WITH STATEMENTS OF AUDITING PROCEDURE NO. 23 OF THE AMERICAN INSTITUTE OF ACCOUNTANTS, WE STATE THAT WE ARE NOT IN A POSITION TO RENDER AN OPINION ON THE FAIRNESS

APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

STATEMENT OF ASSETS AND LIABILITIES, ON A CASH BASIS

September 30, 1971

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

CURRENT ASSETS:

Cash:

Petty cash fund	463 96
Bank of New Smyrna, general fund	25 595 05
First National Bank, publications fund	4 303 09
Savings account	<u>2 638 14</u>

Total Cash (see Exhibit D) 33 000 24

Accounts receivable:

Advances re RCA bulk mailing 1 608 95

Deposits 128 00

Total Current Assets 34 737 19

FIXED ASSETS:

Equipment 1 169 98

TOTAL ASSETS 35 907 15

Liabilities and Unappropriated Surplus

LIABILITIES:

Accrued taxes and taxes withheld from employees 416 72

UNAPPROPRIATED SURPLUS:

Balance, June 30, 1971 35 900 02

Net refunds of advances (prior year) 452 31

For three months ended September 30, 1971:

Excess of receipts over disbursements,  
 General Fund (Exhibit B) 3 259 44

Excess of disbursements over receipts,  
 Publications Fund (Exhibit C) 4 121 34

Balance, September 30, 1971 35 490 43

TOTAL LIABILITIES AND SURPLUS 35 907 15

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## GENERAL FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1971

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBMITTED TO OUR STATEMENT ON THE TITLE PAGE

## RECEIPTS:

Membership dues	3 285 00
Emblems, pins and ties	42 00
Conference receipts	10 500 00
Interest earned	29 34
Total Receipts	<u>13 856 34</u>

## DISBURSEMENTS:

Salaries	1 530 00
Awards to officers	491 36
Conference expenses	1 853 86
Dues and assessments	75 00
Legal fees	2 278 39
Office expense and printing	1 274 46
Postage and freight	127 12
President's expenses	520 60
Professional services (C.P.A.)	100 00
Rent	171 00
Taxes	79 09
Telephone	1 268 12
Travel (meetings)	721 59
Utilities	106 31
Total Disbursements	<u>10 596 90</u>

EXCESS OF RECEIPTS OVER DISBURSEMENTS3 259 44

## APCO, INC.

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## PUBLICATIONS FUND

## STATEMENT OF RECEIPTS AND DISBURSEMENTS

For THREE MONTHS ended September 30, 1971

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE NEXT PAGE

## RECEIPTS:

Bulletin advertising	7 877 21	
Bulletin subscriptions	<u>90 20</u>	7 967 41
Manuals		3 241 65
Ten Signal		<u>118 00</u>
Total Receipts		11 327 06

## DISBURSEMENTS:

Salaries		895 00
Bulletin:		
Printing	7 667 86	
Mailing	1 420 37	
Commissions	2 343 95	
Other expense	<u>212 50</u>	11 644 68
Manuals, printing		2 594 80
Office expense		4 98
Postage and freight		187 29
Taxes		46 45
Telephone		<u>75 20</u>
Total Disbursements		<u>15 448 40</u>

EXCESS OF DISBURSEMENTS OVER RECEIPTS4 121 34

## APCO, INC.

Exhibit D

SEP 30 1971

(ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.)

## CASH RECONCILIATION

For THREE MONTHS ended September 30, 1971

THIS EXHIBIT IS PART OF AN INTERIM REPORT SUBJECT TO OUR STATEMENT ON THE TITLE PAGE

## BEGINNING BALANCES (JULY 1, 1971):

Petty cash fund	371 90
Bank of New Smyrna, general fund	22 650 21
First National Bank, publications fund	10 086 62
Savings account	<u>2 608 80</u>

Total Cash, Beginning	35 717 53
-----------------------	-----------

## CASH RECEIPTS:

Receipts, General Fund (Exhibit B)	13 856 34
Receipts, Publications Fund (Exhibit C)	11 327 06
Accrued taxes and taxes withheld	<u>416 72</u>

Total Cash Receipts	<u>25 600 12</u>
---------------------	------------------

## ACCOUNTABILITY

61 317 65

## CASH DISBURSEMENTS:

Disbursements, General Fund (Exhibit B)	10 596 90
Disbursements, Publications Fund (Exhibit C)	15 448 40
Advances re bulk mailing	1 608 93
Deposits	75 00
Equipment	170 50
Accrued taxes and taxes withheld	<u>417 68</u>

Total Cash Disbursements	<u>28 317 41</u>
--------------------------	------------------

CLOSING BALANCES (EXHIBIT A)33 000 24

DEC 31 1966

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts and Disbursements  
October 1 to December 31, 1966

## CASH BALANCE, SEPTEMBER 30, 1966:

Mellon National Bank & Trust Co., Pittsburgh, Pa.  
Checking Account  
Savings Account

3,733.91

2,112.96

5,846.87

## CASH RECEIPTS

16,019.14

## TOTAL

21,866.01

## CASH DISBURSEMENTS:

Officers' Travel & Meeting Expense  
Legal Fees  
C&B Revisions - 1966  
Purchase of Tape Recorder  
Printing Expense  
Bulletin Editorial Staff Committee  
Secretary-Treasurer Office:  
Secretary-Treasurer  
Telephone  
Postage  
Office Expense

2,169.90

1,350.27

66.83

100.00

464.63

20.20

300.00

471.54

29.80

50.25

## TOTAL CASH DISBURSEMENTS

5,023.42

## CASH BALANCE, DECEMBER 31, 1966:

Mellon National Bank & Trust Co., Pittsburgh, Pa.  
Checking Account  
Savings Account

14,691.78

2,150.81

## TOTAL CASH BALANCE, DECEMBER 31, 1966

16,842.59

DEC 31 1966

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts and Disbursements  
October 1 to December 31, 1966

CASH BALANCE, SEPTEMBER 30, 1966

Treasurer's Fund

Mellon National Bank & Trust Co.-Checking 997.69

Editor's Fund, Mt. Clemens, Michigan 1,175.49 2,173.18

RECEIPTS

Bulletin Advertising & Subscriptions 8,060.57

TOTAL RECEIPTS 8,060.57

TOTAL 10,233.75

DISBURSEMENTS

Salary - Editor 800.00  
Office Rent 200.00  
Auto Allowance 200.00 1,200.00

Payroll Taxes 19.56

Editor's Expense:

Printing 3,165.00

Office Expense 231.31

Agency Commission 214.00

Telephone & Telegraph 67.90

Bank Service Charges .33

All Other Bulletin Expenses 15.77

Mailing Expense:

Post Office Direct & Foreign 200.00

Handling 319.05

Returned Bulletin & Other 48.99 4,262.35

TOTAL DISBURSEMENTS 5,442.79

CASH BALANCE, DECEMBER 31, 1966

Treasurer's Fund

Mellon National Bank & Trust Co.-Checking 4,877.49

Editor's Fund, Mt. Clemens, Michigan 86.53 4,790.96

SEP 30 1966

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts and Disbursements  
July 1 to September 30, 1966

CASH BALANCE, JULY 1, 1966:		
Mellon National Bank & Trust Co., Pittsburgh, Pennsylvania		
Checking Account	8,822.21	
Savings Account	<u>2,112.96</u>	10,935.17
CASH RECEIPTS:		
Dues		<u>3,033.43</u>
TOTAL		13,968.60
CASH DISBURSEMENTS:		
Officers' Travel Expense	2,119.28	
Legal Fees	2,587.95	
Subscriptions	1,768.00	
Secretary-Treasurer Office:		
Secretary-Treasurer	200.00	
Telephone	326.55	
Accounting Fee	175.00	
Postage	70.20	
Watches, Plaques, etc.	364.75	
Office Expense	10.00	
Officers Expense Advance	<u>500.00</u>	
TOTAL CASH DISBURSEMENTS		<u>8,121.73</u>
CASH BALANCE, SEPTEMBER 30, 1966:		
Mellon National Bank & Trust Co., Pittsburgh, Pennsylvania		
Checking Account	3,733.91	
Savings Account	<u>2,112.96</u>	
TOTAL CASH BALANCE, SEPTEMBER 30, 1966		<u><u>5,846.87</u></u>

JUN 30 1966

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

Statement of cash Receipts & Disbursements  
For the Fiscal year ended June 30, 1966

CASH BALANCE, JULY 1, 1965 \$ 7,713.38

CASH RECEIPTS

Membership dues	12,215.91	
Lapel Pins	45.00	
International Ass'n of Chiefs Police	3,124.39	
1965 APCO Conference	7,435.66	
Interest on Savings Account	72.04	
Refunds: President's Advance	500.00	
Conference Chairman	500.00	
Travel advances	14.45	
Constitution & By-Laws (Sales)	<u>7.50</u>	
TOTAL RECEIPTS		<u>23,914.95</u>
TOTAL		31,628.33

CASH DISBURSEMENTS

Officers Travel	5,458.67	
Travel expenses - Non-Officers	1,607.77	
Legal Counsel Fees	7,732.95	
Secretary-Treasurer Office:		
Secretary-Treasurer	1,300.00	
Telephone	1,632.36	
Printing & Stationery	688.03	
Subscriptions	215.00	
Decals	354.90	
Audit (1965)	175.00	
Office supplies & expense	197.64	
Project Supplies	96.76	
Postage	67.36	
Expenses for Manual	<u>262.89</u>	4,989.94
Public Stenographer		116.00
Public-Safety Communications		
Council dues		125.00
Gifts for Retiring Officers & Plaques		162.83
Travel Expense Advance to President		<u>500.00</u>
TOTAL CASH DISBURSEMENTS		20,693.16

CASH BALANCE - JUNE 30, 1966

Mellon National Bank & Trust Co., Pgh. Pa.		
Checking Account	8,822.21	
Savings account	<u>2,112.96</u>	<u>10,935.17</u>

NOTE: 1965-66 Bulletin Subscriptions fees of \$1,568.00 were not transferred at June 30, 1966.

JUN 30 1966

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

BULLETIN FUND

Statement of Cash Receipts and Disbursements  
For the Fiscal Year ended June 30, 1966

CASH BALANCE, JULY 1, 1965		5,337.14
ADD: Receipts:		
Bulletin Advertising	21,005.18	
Bulletin - Extra Copies	4.00	
Bulletin Subscriptions	<u>39.00</u>	
TOTAL RECEIPTS *		<u>21,048.18</u>
TOTAL		26,385.32
DEDUCT: Disbursements:		
Commission - Editor	2,395.94	
Salary - Editor	2,400.00	
Office Rent	600.00	
Automobile Allowance	<u>600.00</u>	5,995.94
Audit		175.00
Payroll Taxes		87.06
Multicopy Bill paid from Pittsburgh		1,356.50
Editors Expense:		
Printing	13,646.34	
Photography	8.52	
Telephone and Telegraph	363.94	
Bank Service Charges	14.10	
Office Expense	166.61	
Agency Commissions	314.83	
All Other Bulletin Expense	269.44	
Mailing Expense:		
Post Office Direct & Foreign	570.12	
Handling	709.83	
Returned Bulletin and Other	<u>599.58</u>	<u>16,663.31</u>
TOTAL DISBURSEMENTS		<u>24,277.81</u>
CASH BALANCE, JUNE 30, 1966		
Treasurer's Fund:		
Mellon National Bank & Trust Co. -		
Checking	2,107.51	
Editor's Fund, Mt. Clemens, Michigan	<u>-</u>	<u>2,107.51</u>

\* E: At June 30, 1966 \$1,768.00 was due to be received from APCO Fund for 1965-66 Subscriptions.

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

TRAVEL EXPENSE

Fiscal Year Ended June 30, 1966

OFFICERS:

TOTAL TRAVEL EXPENSE:

J. RHETT McMILLIAN, JR. President	\$ 2,476.57	
RICHARD G. QUANTZ 1st Vice President	870.12	
I. OTTO RHOADES 2nd Vice President	474.64	
JORMAN I. KOSKI 3rd. Vice President	601.59	
WM. M. GAMBLE Secretary-Treasurer	749.78	
J. R. BOWERS, JR. Past President	<u>399.78</u>	
	\$ 5,572.48	\$ 5,572.48

NON-OFFICERS:

KENNETH F. CONROY Bulletin Editor	211.14	
ROBERT E. BROOKING Chairman, P. S. P. C. (LMAC)	449.05	
LESLIE M. WALKER Chairman LMAC	657.80	
JOSEPH T. MARSHALL Chairman, Administrative Research Committee	<u>150.29</u>	
	\$ 1,468.28	\$ <u>1,468.28</u>

MAR 31 1966

ASSOCIATED PUBLIC SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts and Disbursements  
from January 1 to March 31, 1966

CASH BALANCE, JANUARY 1, 1966

Mellon National Bank & Trust Co.,  
Pittsburgh, Pa.:

Checking Account	8,989.04	
Savings Account	<u>2,112.96</u>	11,102.00

CASH RECEIPTS

Interest on Savings Account  
Dues  
Copies of Constitution

	37.85	
	6,232.10	
	<u>7.50</u>	<u>6,277.45</u>

TOTAL

17,379.45

CASH DISBURSEMENTS

Officers Travel Expense  
Travel Expense - Others  
Legal Fees  
Secretary-Treasurer Office:  
Secretary-Treasurer  
Telephone  
Printing  
Office Expense  
Dues and Subscriptions

	1,032.92
	555.97
	1,994.58
	300.00
	244.98
	287.70
	91.60
	<u>325.00</u>

TOTAL CASH DISBURSEMENTS

4,832.75

CASH BALANCE, MARCH 31, 1966

Mellon National Bank & Trust Co.,  
Pittsburgh, Pa.:

Checking Account	10,395.89
Savings Account	<u>2,150.81</u>

TOTAL CASH BALANCE, MARCH 31, 1966

12,546.70

William M. Gamble  
Secretary-Treasurer  
APCO

MAR 31 1966

ASSOCIATED PUBLIC SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts and Disbursements  
from January 1 to March 31, 1966

CASH BALANCE JANUARY 1, 1966

Mellon National Bank & Trust Co.

3,778.73

CASH RECEIPTS

Bulletin Advertising  
Subscriptions  
Special Mailing

4,735.61  
6.00  
4.00

4,745.61

TOTAL

8,524.34

CASH DISBURSEMENTS

Editor's Salary  
Office Rent  
Auto Allowance  
Payroll Taxes  
Editors Commission  
Multicopy - March Issue

400.00  
100.00  
100.00  
65.40  
865.76  
1,356.50

2,887.66

Editors Advance for Publishing  
APCO Bulletin

1,500.00

TOTAL DISBURSEMENTS

4,387.66

CASH BALANCE, MARCH 31, 1966

Mellon National Bank & Trust Co., Pittsburgh, Pa.

4,136.68

William M. Gamble  
Secretary-Treasurer  
APCO

DEC 31 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts and Disbursements  
from October 1 to December 31, 1965

CASH BALANCE, OCTOBER 1, 1965:

Mellon National Bank & Trust Co.,  
Pittsburgh, Pa.:

Checking Account 2,201.13  
Savings Accounts 2,040.92

4,242.05

CASH RECEIPTS:

1965 National Conference 7,435.66  
1965 National Conference refund 500.00  
Refund from Pres. J. R. Bowers, Jr. 500.00  
I.A.C.P.-3rd Quarter share of legal expense 938.39  
Pins (APCO) 15.00  
Dues 2,525.00  
Interest on Savings Account 72.04

11,986.09

TOTAL CASH RECEIPTS

16,228.14

CASH DISBURSEMENTS:

Officers Travel Expense 1,320.26  
Travel Expense - Others 762.02  
Legal Fees 1,861.24  
Secretary-Treasurer Office:  
Secretary-Treasurer 300.00  
Telephone 317.25  
Printing 261.98  
Office Expense 88.39  
Subscriptions 15.00  
Officers Expense advance 200.00

TOTAL CASH DISBURSEMENTS

5,126.14

CASH BALANCE, DECEMBER 31, 1965:

Mellon National Bank & Trust Co.,  
Pittsburgh, Pa.:

Checking Account 8,989.04  
Savings Account 2,112.96

TOTAL CASH BALANCE, DECEMBER 31, 1965

11,102.00

William M. Gamble  
Secretary-Treasurer  
APCO

DEC 31 1965

✓<sup>11</sup>  
 ✓<sub>6</sub> ASSOCIATED PUBLIC-SAFETY  
 COMMUNICATIONS OFFICERS, INC.

✓<sub>4</sub> 3 BULLETIN FUND

Statement of Cash Receipts and Disbursements  
 For the Period January 1 to December 31, 1965

CASH BALANCE, JANUARY 1, 1965:

Mellon National Bank and Trust Co., Pittsburgh, Pa.			
Cash - Mellon National Bank	3,068.97		
Cash - Editor's Fund, Mt. Clemens, Michigan	<u>1,056.76</u>		2,012.21

CASH RECEIPTS:

Bulletin Advertising	23,796.38		
Bulletin Special Issue	25.00		
Bulletin Subscriptions	<u>40.00</u>		

TOTAL CASH RECEIPTS 23,861.38

25,873.59

CASH DISBURSEMENTS:

Commission - Editor	1,530.18		
Salary - Editor	2,600.00		
Office Rent	650.00		
Automobile Allowance	<u>650.00</u>		5,430.18
Audit		175.00	
Bank Service Charges		3.09	
Payroll Taxes		43.35	
Editor's Expense:			
Printing	12,938.76		
Photography	8.52		
Telephone and Telegraph	319.32		
Bank Service Charges	13.10		
Office Expense	229.50		
Agency Commissions	354.20		
Miscellaneous Bulletin Expenses	286.98		
Mailing Expense:			
Post Office, Direct and Foreign	512.19		
Handling	692.34		
Returned Bulletins and Other	<u>311.36</u>		<u>15,666.27</u>

TOTAL CASH DISBURSEMENTS 21,317.89

CASH BALANCE, DECEMBER 31, 1965:

Mellon National Bank and Trust Co., Pittsburgh, Pa.:			
Cash - Mellon National Bank	3,778.73		
Cash - Editor's Fund, Mt. Clemens, Michigan	<u>776.97</u>		<u>4,555.70</u>

SEP 30 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts & Disbursements  
from July 1 to September 30, 1965

## CASH BALANCE JULY 1, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.		
Checking Account	4,289.78	
Savings Account	2,040.92	
		6,330.70

## CASH RECEIPTS:

Dues		3,349.99

## TOTAL CASH RECEIPTS

9,680.69

## CASH DISBURSEMENTS:

Officers' Travel Expense	762.22
Travel Expense - Others	139.49
Legal Fees	1,899.53
Secretary-Treasurer Office:	
Secretary-Treasurer	300.00
Telephone	590.07
Printing	138.35
Postage	17.36
Secretarial Fees	116.00
Costs of Manual	262.89
Accounting Fee	175.00
A.P.C.O. Decals	354.90
Watches, Placques, etc.	162.83
Office Expense	20.00
Officers Expense Advance	500.00

## TOTAL CASH DISBURSEMENTS

5,438.64

## CASH BALANCE, SEPTEMBER 30, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.:	
Checking Account	2,201.13
Savings Account	2,040.92

## TOTAL CASH BALANCE SEPTEMBER 30, 1965

4,242.05

William M. Gamble  
Secretary-Treasurer  
APCO

SEP 30 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts and Disbursements  
from July 1 to September 30, 1965

CASH BALANCE JULY 1, 1965:

Mellon National Bank & Trust Co., Pgh., Pa. Checking Account	4,173.83
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CASH RECEIPTS:

Bulletin Advertising	<u>6,404.61</u>
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TOTAL	10,578.44
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CASH DISBURSEMENTS:

Editor Salary	400.00	
Office Rent	100.00	
Auto Allowance	100.00	
Payroll Taxes	65.40	
Audit Fee	<u>175.00</u>	840.40

Editor's Advance for Publishing The APCO Bulletin		<u>4,000.00</u>
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TOTAL DISBURSEMENTS		4,840.40
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CASH BALANCE SEPTEMBER 30, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.	5,738.04
Editor's Fund, Mt. Clemens, Michigan	<u>368.18</u>

TOTAL IN ALL FUNDS	<u><u>6,106.22</u></u>
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William M. Gamble  
Secretary-Treasurer  
APCO

JUN 30 1965

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

BULLETIN FUND

Statement of Cash Receipts & Disbursements  
For the Fiscal Year Ended June 30, 1965

CASH BALANCE, JULY 1, 1964		\$ 4,859.13
ADD: Receipts		
Bulletin Advertising	\$20,148.77	
Bulletin - Special Issue	449.69	
Bulletin Subscriptions	<u>20.00</u>	
TOTAL RECEIPTS*		<u>20,618.46</u>
TOTAL		<u>\$25,477.59</u>
DEDUCT: Disbursements		
Commission - Editor	1,044.64	
Salary - Editor	2,600.00	
Office Rent	650.00	
Automobile Allowance	<u>650.00</u>	4,944.64
Audit		175.00
Bank Service Charge		3.09
Payroll Taxes		43.35
Editors Expense:		
Printing	12,538.29	
Photography	28.13	
Telephone and Telegraph	248.67	
Bank Service Charges	8.33	
Office Expense	337.77	
Agency Commissions	234.15	
All Other Bulletin Expense	244.83	
Mailing Expense:		
Post Office Direct and Foreign	448.29	
Handling	737.82	
Returned Bulletins and Other	<u>148.09</u>	<u>14,974.37</u>
TOTAL DISBURSEMENTS		<u>\$20,140.45</u>
CASH BALANCE, JUNE 30, 1965		
Treasurer's Fund		
Mellon National Bank & Trust Co.		
Checking	4,173.83	
Editor's Fund - Mt. Clemens, Michigan	<u>1,163.31</u>	<u>\$ 5,337.14</u>

\*NOTE: At June 30, 1965, \$1,691. was due to be received from AFPO Fund for 1964-65 Subscriptions.

JUN 30 1965

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

TRAVEL EXPENSE  
Fiscal Year Ended June 30, 1965

OFFICERS	TOTAL TRAVEL EXPENSE
J.R. BOWERS, JR. President	\$1,730.68
J. RHETT McMILLIAN, JR. 1st Vice President	689.02
RICHARD G. QUANTZ 2nd Vice President	847.13
I. OTTO RHOADES 3rd Vice President	722.62
Wm. M. GAMBLE Secretary-Treasurer	937.92
FRANK D. CAMPBELL Past President	<u>265.99</u>
	\$5,206.23
TRAVEL EXPENSE - NON-OFFICERS	
KENNETH F. CONROY Bulletin Editor	276.69
ROBERT E. BROOKING Chairman, P.S.P.C. (LMAC)	1,250.43
LESLIE M. WALKER Chairman LMAC	1,146.51
JORMAN I. KOSKI Chairman N.F.A.C.	123.45
PAULINE G. DICKSON Operating Manual	53.19
GEORGE PRAUL Operating Manual	53.19
MAX ELLIOTT Chairman, A.R. Committee	<u>328.36</u>
	\$3,231.82

## ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts & Disbursements  
For the Fiscal Year ended June 30, 1965

CASH BALANCE, JULY 1, 1964 \$ 7,643.85

## CASH RECEIPTS

Dues	\$9,991.84
Pins	57.00
International Association of Police Chiefs 1964 Conference	3,775.73
Interest on Savings Account	6,593.51
Donations - Illinois Assn. of Police Chiefs	40.92
Refunds - 1964 Conference Advance	200.00
Sale of Constitution issues	500.00
	<u>3.00</u>

TOTAL RECEIPTS

21,162.00

TOTAL

\$28,805.85

## CASH DISBURSEMENTS

Officers Travel	4,590.53
Travel Expense - Retiring President	200.00
Travel Expense - Non-Officers	3,133.65
Legal Fees	7,491.05
Secretary-Treasurer Office	
Secretary-Treasurer	1,300.00
Telephone	1,213.43
Printing and Stationery	636.68
Subscriptions	187.16
Fidelity Bond	62.00
Audit	175.00
Supplies and Office Expense	116.32
Postage	88.85
Desk and Chair	<u>100.00</u>
Public Stenographer	3,879.44
Dues to Public Safety Communications Council	25.00
125.00	
Gifts for Retiring Officers and Plaques	147.80
1965 and 1966 Conference Advance	1,000.00
Travel Expense Advance - to President	<u>500.00</u>

TOTAL - CASH DISBURSEMENTS

\$21,092.47

## CASH BALANCE, JUNE 30, 1965

Mellon National Bank & Trust Co.,  
Pittsburgh, Pa.Checking Account  
Savings Account5,672.46  
2,040.92\$ 7,713.38NOTE: 1964-65 Bulletin Subscriptions Fees of  
\$1,691 were not transferred at June 30, 1965.

MAR 31 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts and Disbursements  
from January 1 to March 31, 1965

CASH BALANCE JANUARY 1, 1965:

Mellon National Bank & Trust Co. Pgh., Pa.  
Checking Account 3,068.97

CASH RECEIPTS:

Bulletin Advertising 5,297.44  
Bulletin (Special Issue) 25.00  
Other Income 6.25  
Bulletin Subscriptions 10.00

TOTAL RECEIPTS 5,338.69

TOTAL 8,407.66

CASH DISBURSEMENTS:

Editor - Salary 600.00  
Office Rent 150.00  
Auto Allowance 150.00  
Payroll Taxes (F.I.C.A.) 21.75  
Bank Service Charges 2.55 924.30

Editor's Advance for Publishing  
The Apco Bulletin 5,000.00

TOTAL DISBURSEMENTS 5,924.30

CASH BALANCE MARCH 31, 1965:

Mellon National Bank & Trust Co., Pgh., Pa. 2,483.36  
Editor's Fund Mt. Clemens, Michigan 589.52  
3,072.88

William M. Gamble  
Secretary-Treasurer  
APCO

MAR 31 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts & Disbursements  
From January 1 to March 31, 1965

CASH BALANCE JANUARY 1, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.		
Checking Account	6,713.49	
Savings Account	<u>2,000.00</u>	
		8,713.49

CASH RECEIPTS:

Dues	5,112.74	
Donation - Illinois Assn. of Chiefs of Police	<u>200.00</u>	
		<u>5,312.74</u>
TOTAL RECEIPTS		5,312.74
TOTAL CASH RECEIPTS		14,026.23

CASH DISBURSEMENTS:

Officers' Travel Expense	1,551.74	
Travel Expense - Others	590.21	
Legal Fees	2,623.86	
Secretary-Treasurer Office:		
Secretary-Treasurer	300.00	
Telephone	317.10	
Printing	246.23	
Dues and Subscriptions	140.00	
Postage	38.00	
Office Expense	53.66	
Officers Expense Advances	<u>700.00</u>	
		<u>5,560.80</u>
TOTAL CASH DISBURSEMENTS		5,560.80

CASH BALANCE MARCH 31, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.		
Checking Account	5,465.43	
Savings Account	<u>2,000.00</u>	
		<u>7,465.43</u>

William M. Gamble  
Secretary-Treasurer  
APCO

MAR 31 1965

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts and Disbursements  
from January 1 to March 31, 1965

CASH BALANCE JANUARY 1, 1965:

Mellon National Bank & Trust Co. Pgh., Pa.  
Checking Account 3,068.97

CASH RECEIPTS:

Bulletin Advertising	5,297.44	
Bulletin (Special Issue)	25.00	
Other Income	6.25	
Bulletin Subscriptions	<u>10.00</u>	

TOTAL RECEIPTS 5,338.69

TOTAL 8,407.66

CASH DISBURSEMENTS:

Editor - Salary	600.00	
Office Rent	150.00	
Auto Allowance	150.00	
Payroll Taxes (F.I.C.A.)	21.75	
Bank Service Charges	<u>2.55</u>	924.30

Editor's Advance for Publishing  
The Apco Bulletin 5,000.00

TOTAL DISBURSEMENTS 5,924.30

CASH BALANCE MARCH 31, 1965:

Mellon National Bank & Trust Co., Pgh., Pa.	2,483.36	
Editor's Fund Mt. Clemens, Michigan	<u>589.52</u>	

3,072.88

William M. Gamble  
Secretary-Treasurer  
APCO

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

APCO BULLETIN ACCOUNT

Statement of Cash Receipts & Disbursements  
From June 30, 1964 to December 31, 1964

CASH BALANCE JULY 1, 1964:

Mellon Nat'l Bank & Trust Co. Pgh, Pa. Checking Account	4,221.45
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CASH RECEIPTS:

Bulletin Advertising	7,988.22	
Bulletin (Special Issue)	418.44	
Bulletin Subscriptions	4.00	
TOTAL RECEIPTS		<u>8,410.66</u>
TOTAL		<u>12,632.11</u>

CASH DISBURSEMENTS:

Editor - Salary	1,200.00	
Office Rent	300.00	
Auto Allowance	300.00	
Audit ( 1963 - 1964)	175.00	
Payroll Taxes ( F.I.C.A.)	<u>43.50</u>	3,063.14
Editor's Advance for Publishing The APCO Bulletin		<u>6,500.00</u>
TOTAL DISBURSEMENTS.		<u>9,563.14</u>

CASH BALANCE DECEMBER 31, 1964.

Mellon Nat'l Bank & Trust Co. Pgh, Pa.	3,068.97	
Editor's Fund Mt. Clemens, Michigan	<u>1,443.24</u>	
		<u><u>4,512.21</u></u>

Wm. M. Gamble  
Secretary-Treasurer  
APCO

DEC 31 1964

ASSOCIATED PUBLIC-SAFETY  
COMMUNICATIONS OFFICERS, INC.

Statement of Cash Receipts & Disbursements  
From June 30, 1964 to December 31, 1964

## CASH BALANCE JULY 1, 1964:

Mellon Nat'l Bank & Trust Co. Pgh, Pa.		
Checking Account	5,628.85	
Savings Account	<u>2,000.00</u>	7,628.85

## CASH RECEIPTS:

Dues	1,385.44	
APCO Lapel Pins	19.50	
International Ass'n Chiefs Police	1,859.91	
1964 APCO Conference Returns	6,593.51	
Refund: 1964 Conference Advance	500.00	
Refund: Sec'y-Treas.Conference	<u>15.00</u>	
TOTAL RECEIPTS		<u>10,373.36</u>
TOTAL CASH RECEIPTS		18,002.21

## CASH DISBURSEMENTS:

Officers Travel Expense	2,040.03	
Travel Expense Others	1,559.23	
Legal Fees	3,050.34	
Secretary-Treasurer Office		
Secretary-Treasurer	700.00	
Telephone	402.02	
Printing	390.45	
Subscriptions	160.00	
Audit (1963-1964)	175.00	
Postage	38.85	
Office Equipment (Desk & Chair)	100.00	
Stenographic Service	25.00	
Gifts & Engraving Plaques	147.80	
1965 Conference Advance	<u>500.00</u>	
TOTAL CASH DISBURSEMENTS		9,288.72

## CASH BALANCE DECEMBER 31, 1964:

Mellon National Bank & Trust Co. Pgh, Pa.		
Checking Account	6,713.49	
Saving Account	<u>2,000.00</u>	<u>8,713.49</u>

Wm. M. Gamble  
Secretary-Treasurer  
APCO