

Associated Public-Safety Communications Officers, Inc.

It's a privilege to belong to APCO

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M E M O

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RUSSELL J. SINKLER

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B.03

DATE: 8 February 1984

TO: Chapter Presidents
Chapter Secretaries
National Executive Committee Members

cc: Board of Officers
Executive Director and R.J. McMillian
John Lane P. Byrd
Betty Kelly, CPA D. Dickinson

FROM: General Manager

SUBJECT: Minutes: National Board of Officers
Annual Meeting, New Smyrna Beach, FL
13-16 January 1984

Enclosed for your review and information is a copy of the Minutes of the Annual Meeting of the 1983/84 APCO National Board of Officers.

Items of interest to your Chapter membership may please be brought to their attention at your next Chapter meeting and/or through your Chapter newsletter.

Should you have any questions or require additional clarification on any of the subjects covered, please contact the National Office or the members of the National Board of Officers.

enclosure



1983/84 Board of Officer's Meeting

13-16 January 1984
New Smyrna Beach, Florida

The meeting was called to order at 0915, Friday, 13 January, by President Jorgensen.

1. In attendance: President C. Jorgensen
President-Elect C. English
First Vice-President R. Miller
Second Vice-President R. Sinkler
General Manager D. Hall
2. The meeting agenda, circulated on 15 December 1983 under cover of GM memorandum B.03 and amended on 11 January to incorporate time scheduling amendments, was approved as presented.
3. Prior to the scheduled 10 a.m. meeting with the Association's contracted accountant/auditor firm - Betty Kelly CPA - the Board held a general discussion on the financial position of the Association, the General Manager pointing out that the September-November period traditionally represented the financial "low point" in APCO's fiscal year. The GM explained that the greater proportion of membership renewals/expirations occurred in the November to January period and that, as a result, the overall financial picture was expected to show improvement from January through March as membership renewal dues were received.
4. Betty and Bill Kelly, of the firm of Betty Kelly CPA, the Association's contracted accountants/auditors, provided a detailed report based on the 1984 FY third-quarter financial report distributed at the meeting. (Note: 3/4 ended on 31 December 1983). The Board expressed it's sincere appreciation for the simplified printed financial presentation and it's clarity and completeness. The Board also praised the clarity, professionalism and the comments and recommendations provided in Betty Kelly's and Bill Kelly's oral reports. The Board expressed its thanks for the efforts of the National Office staff and B. Kelly CPA in preparing the FY third-quarter report so quickly - the 3/4 FY having ended only 8 working days prior to the convening of the meeting - noting that they had not received such a prompt, complete, and comprehensive report on which to base their planning and decisions in the past.
 - 4.1 B. Kelly CPA advised that, with respect to the 1983 National Conference accounts received from the SLC83 Committee Chairman, additional verification of detail and further details on expenses/income were required before the account could be finalized. It was decided that B. Kelly be requested to furnish a standardized conference expense/income form for all future conferences so that Conference Chairmen (and the National Office) could more easily and efficiently maintain the necessary documentation.
 - 4.2 B. Kelly CPA recommended that the Board consider revising it's rules concerning financial arrangements for National Conferences so as to centralize all conference-related financial activities, to the maximum extent possible, at the National Office. A copy of the auditor's detailed recommendations is attached.

4.3 Acting upon a motion, the Board unanimously approved the implementation of the auditor's recommendations (see para 4.2 above) with first application to the 1984 Cincinnati-based National Conference noting that the CIN84 Conference Chairman be so advised and, further, that appropriate amendments be incorporated in the APCO Conference Manual.

5. After the accountant/auditor representatives were excused, the Board discussed the matter of the Association's legal representational costs. President Jorgensen informed the Board that he and President-Elect English would be scheduling a mission to Washington prior to the end of the current fiscal year to hold discussions with APCO Counsel on this subject. The consensus of the Board was that a maximum amount for annual legal costs be rigidly adhered to. It is the Board's intention to conclude a formal "memorandum of understanding" concerning this matter with the Association's legal representatives.

5.1 The Board approved a recommendation that all Chapters not presently on the centralized membership billing plan be informed that it was in the best interests of efficiency and economy for both the Chapters and the National Association were centralized billing to be uniformly applicable. The Board agreed that this matter should be brought before the 1984 Annual National Conference. The incoming Executive Director would be requested to prepare a draft Resolution to this effect for the Board's review and approval.

5.2 The most recent CIN84 National Conference budget submitted by the CIN Conference Chairman (showing a plus \$36,000 National APCO estimated income figure) was referenced. 2nd Vice President Sinkler was assigned to undertake a mission to the next earliest possible meeting of the CIN84 Conference Committee to discuss the conference budget and the associated conference and administrative arrangements for CIN84.

5.3 The Board approved a recommendation that a per diem/daily subsistence allowance be determined and implemented for official Board and National Office travel. Such information is to be included in the Officers Policy Manual. Input from Federal and State offices is to be requested.

5.4 The Board approved the preparation and sale through the National Office of press-on type 9-1-1 labels able to be affixed to telephones. It was considered that, due to the number of requests already received by National, such an activity would serve the dual purpose of promoting 9-1-1 and providing an income generating source for the Association. R. Sinkler advised that the die for the 9-1-1 "logo" was available from Roanne Ehrlich (Minneapolis/St. Paul).

5.5 2nd VP Sinkler proposed that he study and submit proposals to the Board on his suggestion that APCO undertake to initiate a "resource directory" designed to provide data on "where, who, and how" assistance could be provided to requesting agencies on technical matters (such as 9-1-1 implementation, CAD experience, etc.)

5.6 The Board agreed that the institution of APCO-sponsored satellite teleconferences on such subjects as frequency coordination and telecommunicator training would provide a valuable service to the public safety community

I would rather work w/ chapters rather than dictate to them. Who is still out and why?

and could also be used to derive additional income for the National Association. R. Sinkler agreed to provide detailed recommendations on this matter.

5.7 President-Elect English presented his proposals concerning the upcoming 1984/85 fiscal year budget. Before the Board for reference was C. English memorandum dated 27 December 1983 attaching C. English's budget proposals. Following a detailed item-by-item review and discussion, the Board deferred final approval of C. English's proposals so that it's decisions on other pending matters having financial implications could be carefully studied and incorporated in a revised budget proposal. C. English undertook to re-submit a revised budget to the Board for approval as soon as possible following completion of the Board Meeting. It was decided that the 1984/85 Budget would be placed on the agenda of the Board meeting scheduled in conjunction with the 1984 Gulf Coast Regional Conference for final approval.

6. The Board studied the recommendations of R. Robinson, concerning a 1983/84 Awards program and recommended that the question of awards to recognize the achievements of individuals in the public safety communications sphere in this year be further studied. Recommendations were made to expand the categories, clearly define eligibility, and to outline an effective and efficient procedural system.

6.1 The Board took the decision to exclude from consideration for such awards all past, present and future elected members of the Board and all National Office staff.

6.2 It was recommended for further consideration that a) three categories be established (operator/dispatcher, technician and administrative), b) that retired and associate categories be excluded c) that nominations be considered from any APCO member (including the incumbent Board of Officers) d) that an awards committee be composed of nine persons i.e. 2 each from the active, operator, commercial, "technical engineering" and "administrative" areas and that one Board member (who would be entitled to vote only in case of a tie-vote) be appointed to the Committee.

6.3 1st VP Miller accepted to act as the Board representative in 1984 and advised that he would prepare and present to the Board his detailed recommendations.

7. Matters concerning the CIN84 were discussed, including such subjects as the conference program, budget and financial questions, and R. Sinkler's impending mission to meet with the CIN84 Conference Committee. It was agreed that R. Sinkler would present a report to the next formal Board meeting to be convened in conjunction with the 1984 Gulf Coast Regional Conference (New Orleans, February 1984) on all pertinent aspects of the 1984 National Conference.

8. Florida Chapter President J. Nasser, having been invited to present his report on the activities of the Ad hoc Chapter activities and Membership Committee, advised that a questionnaire on this matter was in preparation. It was decided that the referenced questionnaire be mailed by the National Office to all Chapter Presidents and Secretaries as well as to a random selection of individuals on the current membership list for completion.

8.1 J. Nasser, having also been invited to comment upon the latest draft of the new/revised Operating Procedures Manual, offered the view that, in his perception, the real and potential "audience" wished to gain a basic understanding of the overall communications process and, therefore, any new

manual should not be highly technical but have a certain universality and coherence.

8.2 Following an overall Board discussion on the merits of the present draft version of the "new" manual, the Board decided to delay the early finalization of the version in hand in light of comments already received (and those expected to be received) from APCO standing committee chairmen and others to whom the draft had been circulated for review and comment.

9. The Board unanimously approved preliminary plans for the implementation of a nation-wide radio dispatcher training program conducted via satellite. On this, President Jorgensen said, "It is anticipated this program will be the first of a mini-series which will be conducted to enhance the capabilities of all APCO operators, technicians, and administrative members throughout the nation. As an Association, we are extremely happy to be in a position to begin what we hope will be a continuing effort to expand the benefits received by our membership and in turn improve the plight of public safety and it's constituency throughout the nation."

10. Re: Manuals - the Board directed that the National Office prepare proposals to the Board for amendment and up-date of a) the Conference Manual, b) the Officers Manual and c) the Board Policy Manual - incorporating recent Board decisions and utilizing the recommendations of Past President R. Robinson and the SLC83 Conference Committee (with respect to the Conference Manual), Frank Huggins - (Officers Manual) and other contributors.

11. 1st VP Miller provided a brief report on legal/regulatory matters and advised the Board that his earlier recent reports were still valid and up-to-date.

12. 2nd VP Sinkler provided a brief report on the activities of the National Standing Committees. The Board was presented with written reports prepared by various committee chairmen and an up-dated global report submitted by R. Sinkler. In view of the heavy agenda before the Board, it was decided that individual Board members would provide their comments to R. Sinkler after having had a opportunity (following the conclusion of the Board meeting) to carefully review the written reports.

13. Following an extensive and comprehensive presentation by the Chairman of the ad hoc Committee on Data Processing and Frequency Coordination, Philip Byrd, and the committee Deputy Chairman, Douglas Dickinson, and with the participation of J. Rhett McMillian, the Board took the unanimous decision to implement an automated frequency coordination system at the APCO National Office. The newly appointed Executive Director would be directed to initiate all necessary action once he had reported for duty.

14. The Board decided that the 1983/84 ad hoc Committee on Resolutions and Bylaws, under the Chairmanship of Rick Woodsome (CO), be charged with a review of all Resolutions approved at the 1983 National Conference and, additionally, to provide a detailed check-list to the Board of all actions and activities to be taken as a result of National Conference decisions.

15. Robert E. Tall, invited by the Board to discuss his candidacy for the vacancy of National Executive Director, met with the officers and outlined his perception of the contributions he felt he could make to achieving the

goals and objectives of the Association. R. Tall was advised that a decision would be taken by the Board shortly after the conclusion of the meeting and that he would be advised of the outcome.

16. The Board decided upon its attendance at the three 1984 Regional Conferences. All Board Officers will attend all three conferences with one exception. President-Elect English will not be attending the 1984 Western States Regional Conference.

17. President Jorgensen and President-Elect English will confer on a mutually convenient date to undertake a mission to Washington on Association business, including discussions with APCO's Counsel.

18. Other business

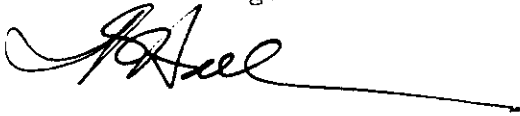
18.1 General Manager D.B. Hall presented his resignation to the Board on Saturday, 14 January with an effective date of 13 February 1984, thus providing the Board with one month's official notice.

19. The meeting adjourned at 1130 hours on Monday, 16 January.

Minutes prepared by:

Date: 25 January 1984

D.B. Hall,
General Manager

A handwritten signature in cursive script, appearing to read 'D.B. Hall', with a long horizontal line extending to the right.

BETTY W. KELLY
CERTIFIED PUBLIC ACCOUNTANT
843 NORTH BOULEVARD DELAND, FLORIDA 32720.
TELEPHONE (904) 734-4360

C O P Y

Recommendations to Improve Controls over Future National Conferences.

The national conference hosted by the Utah Chapter appeared to be exceptionally well managed financially. I don't believe that we can count on all future hosts to be so sophisticated.

I believe that more control at the national level is desirable.

Suggestions:

- 1) Advance the host conference a certain sum to be used as their operating fund. I think something in the 2,000 to 5,000 range would be appropriate. The fund would be replenished by the host chapter submitting documentation of items paid to the national office. This is the same concept as an impress petty cash fund.
- 2) Set limits on both the size and type of purchases that can be incurred by the host chapter without prior approval of the President or his duly designated representative. * Limits should also be set on the size and type expenditures that can be made out of the host operating fund.
- 3) Require the host chapter to forward all registrations and other cash receipts to the national office. I believe that this would be best accomplished if a depository transfer account was established at a bank in the host chapters area. All registrations and other cash receipts would be deposited in this account. The bank should be instructed to transfer periodically all funds deposited to a national office account. A copy of the deposit ticket and a description of source of the receipts should be sent to the national office by the host chapter as soon as practicable.

Advantages of the above suggested system.

- 1) Improved control over expenditures by the national office and Board of Officers.
- 2) Better accounting for national conferences as they are prepared. This will improve APCO's ability to meet budgetary needs and to react to unforeseen circumstances.

* underlined phrase amended by National Office