

2015 APCO International Annual Executive Council Meeting
 Marriott Marquis
 Washington, DC
 August 14-15, 2015

MEETING MINUTES

Convene

Presider Jim Acosta of the CPRA (So. Calif) Chapter convened the Executive Council Annual Meeting at 8:00 a.m. EDT on Friday, August 14, 2015.

Roll Call

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Alabama APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson			X	
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key		X		
Atlantic APCO	Frank J Kiernan, III		X		
Caribbean APCO	Brent Finster	New	X		
Colorado APCO	Sharon Clever		X		
CPRA (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
Georgia APCO	Angela R Bowen		X		
Idaho APCO	Derek F Dofelmire			X	Desi Calzada
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney		X		
International	Thomas Reimann	New		X	
Iowa APCO	Eric M Dau		X		
Kansas APCO	Michele A. Abbott		X		
Kentucky APCO	Joshua R. Glover		X		
Louisiana APCO	Tracey M. Hilburn		X		
Michigan APCO	Vacant				Kim Ostin
Mid - Eastern APCO	Jeffrey Patrick Miller		X		
Minnesota APCO	Charles Venske	New		X	John DeJung
Mississippi APCO	Sheri D Hokamp		X		
Missouri APCO	Michael D Hall		X		
Montana APCO	Michele Blais			X	Susan Bomstad
Nebraska APCO	Julie J Righter Dove		X		
Nevada APCO	Nonie E McCandless		X		
New Mexico APCO	Sandra Davison	New	X		
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke		X		
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Margie Moulin		X		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Pacific APCO	Kenison Tejada	New	X		
Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Tasha Todd	New	X		
South Dakota APCO	Matthew Tooley	New		X	
Tennessee APCO	Molly Coulter		X		
Texas APCO	Bill Keller		X		
Utah APCO	Melanie Crittenden	New	X		
Virginia APCO	Bill Agee		X		
Washington State APCO	Stephanie K Fritts		X		
West Virginia APCO	David W Saffel		X		
Wisconsin APCO	John E. DeJung		X		
Wyoming APCO	Glen Crumpton			X	
BOARD OF DIRECTORS					
EXECUTIVE COMMITTEE OF THE BoD					
PRESIDENT	John Wright		X		
FIRST VICE PRESIDENT	Brent Lee		X		
SECOND VICE PRESIDENT	Cheryl Greathouse		X		
IMMEDIATE PAST PRESIDENT 2014-2015	Gigi Smith		X		
EX-OFFICIO					
EXECUTIVE DIRECTOR & CEO	Derek Poarch		X		
REGIONAL AND CAC REPRESENTATIVES					
EAST COAST REGION	Rich Boettcher		X		
	JJ McFarland		X		
GULF COAST REGION	Martha Carter		X		
	Matt Stillwell		X		
NORTH CENTRAL REGION	Robin Tieman		X		
	Holly Wayt		X		
WESTERN REGION	Kimberly Burdick		X		
	Peggy Fouts		X		
COMMERCIAL ADVISORY COUNCIL	Dick Solie		X		

Approval of the 2014 Annual Executive Council Meeting Minutes

The 2014 Executive Council Meeting minutes were adopted December 22, 2014 by way of an eVote.

Overview by Management Committee

Bill Keller of the Texas Chapter, and Chair of the Management Committee, welcomed the Executive Council. Mr. Keller recognized new Executive Council members who were present, including: Brent Finster from the Caribbean Chapter, Sandra Davison from the New Mexico Chapter, Kenison Tejada from the Pacific Chapter, Tasha Todd from the South Carolina Chapter and Melanie Crittenden from the Utah Chapter.

Bill Keller also declared the proceedings in honor of Lloyd Fayling of Michigan whose accidental death had recently occurred on July 26. He asked for a moment of silence.

President's Opening Comments

President John Wright welcomed the Executive Council on behalf of the Executive Committee and Board.

Institute Workshop given by Tim Scanlon of the APCO International Institute

Year In Review

President John Wright conducted a PowerPoint presentation of the year highlighting 5 themes:

- 9-1-1 Location Accuracy
 - APCO, NENA, and the carriers proposed an alternative plan that ultimately formed the basis of the FCC's new rules
- Dispatcher Reclassification Efforts
 - APCO submitted formal comments recommending important changes to the way public safety telecommunicators are classified in the federal Standard Occupational Classification (SOC). A public notice will be issued later in 2015 with final changes adopted sometime in 2016. Meanwhile, staff are monitoring developments
- Long Range Strategic Plan
 - On December 10 - 11, the Strategic Planning Committee (SPC) met in Daytona Beach, FL to develop goals and strategies of a new Long Range Strategic Plan (LRSP) for the 2015-2020 period with Version 4 being the subject of Council breakout sessions
- Leadership Development
 - A new KSA nominations process was first used by 2VP candidates in 2015
- Activity Summary
 - DHS awards APCO a grant for restructuring Project 25 and CAPRAD (Computer Assisted Pre-Coordination Resource and Database)
 - Created 4.9 GHZ Task Force to report in September with the intention to assist the FCC with efforts to maximize public safety usage.

Executive Director Report

Executive Director & CEO Derek Poarch addressed the Executive Council. Topics included:

- APCO set new membership records this year – just over 25,000 members as of the date of the meeting and annual dues topped \$1 million for the second year
- Personnel summary; 56 FTE with currently 2 vacancies, 8 new hires and 7 promotions
- Staff continues to work on goals aligned with the LRSP using the Balanced Scorecard method and backed up by APSTAT (APCO Statistics), to help stay on track through a monthly review
- By year end, departments achieved 91 percent goal attainment
- Increased Institute revenues by 11 percent through investments in greater sales outreach
- Published six new standards over the past year
- Technology initiatives, including collaborating with NIST on data security safeguards.

Second Vice President Candidates Address to Council

Candidates Martha Carter and James McFarland addressed the Executive Council at this time.

Quorum Resolutions

Chief of Staff Mark Cannon was asked to moderate this portion of the agenda. The Council first had informal discussion of each resolution, then proceeded to vote. The Leadership Development Committee (LDC) provided introductory remarks and further guidance during consideration of Resolutions 2-4.

Quorum Resolution 1

The intent is to amend Bylaws section 4.2 regarding regions as proposed by the Executive Committee.

Joshua Glover of the Kentucky Chapter *motioned* to recommend approval of Resolution 1 to the Membership Quorum. Tracey Hilburn of the Louisiana Chapter *seconded* the motion.

A verbal vote was taken and the *motion passed* with no objections.

Quorum Resolution 2

The intent is to amend Bylaws Section 7.3 regarding the eligibility of Regional Representatives of the Board of Directors as proposed by the LDC. The Council discussed adding “in good standing” to the suggested language.

Jeffrey Miller of the Mid-Eastern Chapter *motioned* to recommend approval with amendment of Resolution 2 to the Membership Quorum. Darin Riney of the Indiana Chapter *seconded* the motion.

A verbal vote was taken and the *motion passed* with no objections.

Quorum Resolution 3

The intent is to amend Bylaws Section 7.5 regarding the clarification of term length when filling a Board vacancy as proposed by the LDC. The Council discussed changing the suggested language to “which totals 12 months or more.”

Jason Kern of the Illinois Chapter *motioned* to recommend approval with amendment of Resolution 3 to the Membership Quorum. Matthew Franke of the Ohio Chapter *seconded* the motion.

A verbal vote was taken and the *motion passed* with no objections.

Quorum Resolution 4

The intent is to amend Bylaws Section 8.5 as proposed by the LDC to dispense with voting for an uncontested office similar to how this practice was allowed for years prior to a 2011 parliamentary ruling. Several Council members voiced the opinions of their Chapters’ during the discussion period.

Frank Kiernan of the Atlantic Chapter expressed that his chapter does not support Resolution 4 as APCO is a member driven organization where members are entitled to elect their officers. This resolution is in direct conflict with the Long Range Strategic Plan; enhancing member engagement and expanding APCO outreach. He suggests the Council focus on policy related to vacancies appointed by the President. Desi Calzada of the Northern California Chapter expressed that although his chapter members are not in support of Resolution 4 they would support a policy giving the Executive Council an opportunity to review the candidate prior to the President’s appointment to fill a vacancy.

Jim Acosta of the CPRA (So. Calif.) Chapter, Angela Bowen of the Georgia Chapter, Desi Calzada of the Northern California Chapter, Tracey Hilburn of the Louisiana Chapter and Kristi Key of the Arkansas Chapter are not in support of Resolution 4. Points raised included that voting members pay at a higher level and this resolution lessens their voting privilege and that with candidates filing near the deadline there is no way for members to have full information about who is running until it is too late. Additionally it was pointed out the need for candidates to further engage members to increase voting percentages.

Jay Groce of the Pennsylvania Chapter supports the resolution with the understanding that anyone taking office is vetted through the credentials process. Jason Kern of the Illinois Chapter echoed his support pointing to the KSA as a qualifier for candidates.

Ricky Rowell of the Florida Chapter *motioned* to recommend disapproval of Resolution 4 to the Membership Quorum. Angela Bowen of the Georgia Chapter *seconded* the motion.

A tallied vote was taken and the disapproval *motion passed* with 31 yes and 9 no votes.

Quorum Resolution 5

The intent is to amend Policy Manual Section 2.15 regarding publications as proposed by the Executive Committee of the Board.

Kristi Key of the Arkansas Chapter *motioned* to recommend approval of Resolution 5 to the Membership Quorum. Tracey Hilburn of the Louisiana Chapter *seconded* the motion.

A verbal vote was taken and the *motion passed* with no objections.

Policy Manual 6.8 A1

David Saffel of the West Virginia Chapter asked for clarification on expense coverage for Board travel to chapter conferences. Mr. Cannon explained that current policy allows for such expenses to be reimbursed by APCO International for Board Regional Representative travel to chapters other than their own.

Joshua Glover of the Kentucky Chapter *motioned* to amend PM 6.8 A1 to add an additional expectation of service. David Saffel of the West Virginia Chapter *seconded* the motion. Michele Abbott of the Kansas Chapter polled Board candidates in the room who replied that the additional expected travel would not impact their decisions to run. Sharon Clever of the Colorado Chapter commented having Board representation at the Colorado conference had a positive impact on their membership.

A verbal vote was taken and the *motion passed* with no objections.

Long Range Strategic Plan Breakout Sessions

First Vice President Brent Lee as Chair of the Strategic Planning Committee provided guidance for the breakout sessions. Executive Council members dispersed to their assigned breakout session rooms to discuss the Long Range Strategic Plan where each group was assigned a goal for their input.

Recess

Having concluded the agenda for Day One, the Presider declared at 4:50 pm EDT the meeting in recess until Saturday, August 15, 2015 at 8:00 a.m. EDT.

Re-convene

Presider Jim Acosta of the CPRA (So. Calif) re-convened the Executive Council Annual Meeting at 8:00 a.m. EDT on Saturday, August 15, 2015.

Roll Call

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
Alabama APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson			X	
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key		X		
Atlantic APCO	Frank J Kiernan, III		X		
Caribbean APCO	Brent Finster	New	X		
Colorado APCO	Sharon Clever		X		
CPRA (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
Georgia APCO	Angela R Bowen		X		
Idaho APCO	Derek F Dofelmire			X	Desi Calzada
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney		X		
International	Thomas Reimann	New		X	
Iowa APCO	Eric M Dau		X		
Kansas APCO	Michele A. Abbott		X		
Kentucky APCO	Joshua R. Glover		X		
Louisiana APCO	Tracey M. Hilburn		X		
Michigan APCO	Vacant				Kim Ostin
Mid - Eastern APCO	Jeffrey Patrick Miller		X		
Minnesota APCO	Charles Venske	New			John DeJung
Mississippi APCO	Sheri D Hokamp		X		
Missouri APCO	Michael D Hall		X		
Montana APCO	Michele Blais			X	Susan Bomstad
Nebraska APCO	Julie J Righter Dove		X		
Nevada APCO	Nonie E McCandless		X		
New Mexico APCO	Sandra Davison	New	X		
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke		X		
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Margie Moulin		X		
Pacific APCO	Kenison Tejada	New	X		
Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Tasha Todd	New	X		
South Dakota APCO	Matthew Tooley	New		X	
Tennessee APCO	Molly Coulter		X		
Texas APCO	Bill Keller		X		
Utah APCO	Melanie Crittenden	New	X		
Virginia APCO	Bill Agee		X		
Washington State APCO	Stephanie K Fritts		X		

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		PRESENT	ABSENT	PROXY
West Virginia APCO	David W Saffel		X		
Wisconsin APCO	John E. DeJung		X		
Wyoming APCO	Glen Crumpton			X	
BOARD OF DIRECTORS					
EXECUTIVE COMMITTEE OF THE BoD					
PRESIDENT	John Wright		X		
FIRST VICE PRESIDENT	Brent Lee		X		
SECOND VICE PRESIDENT	Cheryl Greathouse		X		
IMMEDIATE PAST PRESIDENT 2014-2015	Gigi Smith		X		
EX-OFFICIO					
EXECUTIVE DIRECTOR & CEO	Derek Poarch		X		
REGIONAL AND CAC REPRESENTATIVES					
EAST COAST REGION	Rich Boettcher		X		
	JJ McFarland		X		
GULF COAST REGION	Martha Carter		X		
	Matt Stillwell		X		
NORTH CENTRAL REGION	Robin Tieman		X		
	Holly Wayt		X		
WESTERN REGION	Kimberly Burdick		X		
	Peggy Fouts		X		
COMMERCIAL ADVISORY COUNCIL	Dick Solie		X		

Group Leaders Reports

Group Leaders reported on their respective committee activities.

Group 1 Operations – Jason Kern of the Illinois Chapter:

- ProCHRT – Annual report completed
- CALEA
 - Coordination of accreditation awards
 - Changes to online courses
- CCSC
 - Recommendation to the Executive Committee to transition to P33 to a standing committee
- NJTI-TERT- Created 5 work groups
- PDEC – Revision of evaluations; post conference
- SDC – Revision of the Road Map to a 3yr plan

Group 2 Technical – David Diamond of the Atlantic Chapter

- CAC – Provided input to CEAC on regional conference manual
- Historical – Upgraded search engine & website
- Member Chapter Services – Working on CAC with CCAM's
- 9-1-1 Emerging Technology – Telematics standard complete, received specific goals for 2016 from the Executive Committee

- Spectrum Management Committee - Drafted language in response to the FCC's NPRM on creating interstitial channel in the 800 MHz mid-band
- Broadband – Continuing work on FirstNet/NG911 White paper, published several articles

Group 3 Governance – Barry Woodward of the Georgia Chapter:

- Bylaws – reviewed Bylaws Manual, Policy Manual and the Chapter Bylaws
- CEAC – Regional conference guide submitted
- Credentials – Approved 10 life members and 17 senior member nominations
- Leadership Development Committee – Recommended several revisions to Bylaws and Policy Manual

Group 4 Group Leader Coordinator – Margie Moulin of the Oregon Chapter:

- Awards – Received and reviewed a record 212 nominations this year
- EAC – 46 articles submitted and published, preparing to work with new publisher; Naylor

Angela Bowen (Chair), David Diamond, Jason Kern, Roger Martin, Mary Sue Robey and Barry Woodward have been appointed to serve as Group Leaders for 2015/2016.

Financial Report

Gulf Coast Regional Board Representative Martha Carter, as Chair of the Finance and Budget Committee, reported to the Executive Council on the state of the finances for APCO International. Among her highlights were that revenues exceeded \$10.1M; expenses were \$9.9M leaving a positive year-end balance of just over \$171K. Cash reserves are at 66 percent; remaining well above the 25 percent average for associations. The Finance and Budget Committee has monthly calls. APCO received another unmodified audit opinion and, again, this past year there were no management letter findings.

Regional Reporting

East Coast Regional Board of Directors Representative James McFarland:

- Election of Regional Board Representative
 - Richard Boettcher of the Atlantic Chapter – Board rep.
 - David Saffel of the West Virginia Chapter on the Finance and Budget Committee

Gulf Coast Regional Board of Directors Representative Matthew Stillwell:

- Election of Regional Board Representative
 - Tracy Hilburn of the Louisiana Chapter – Board rep.
 - Becky Neugent of the Alabama Chapter remains on the Finance and Budget Committee
 - Bill Keller of the Texas Chapter remains on the Management Committee

North Central Regional Board of Directors Representative Robin Tieman:

- Election of Regional Board Representative and Executive Council Committees
 - Holly Wayt of the Ohio Chapter – Board rep.

Western Regional Board of Directors Representative Kimberly Burdick:

- Election of Regional Board Representative
 - Margie Moulin of the Oregon Chapter – Board rep.
 - Jim Acosta of the CPRA (So. Calif.) Chapter remains on the Conference & Expo Advisory Committee
 - Sheila Blevins of the Arizona Chapter on the Finance and Budget Committee

- Desi Calzada of the Northern California Chapter remains on the Management Committee

Other Business

Resolutions 1, 2 and 3 Corresponding PM Amendments

Angela Bowen of the Georgia Chapter *motioned* pending Membership Quorum approval of Resolutions 1, 2 and 3 that the corresponding amendments in the Policy Manual will be adopted. Lisa Poarch of the Oklahoma Chapter *seconded* the motion.

A verbal vote was taken and the *motion passed* with no objections.

Recess

The Executive Council meeting recessed at 12 p.m. EDT and will be adjourned following the conclusion of the Annual Conference on Wednesday, August 19, 2015.

Respectfully submitted,

Derek K. Poarch
Executive Director

The Executive Council Meeting agenda will be part and parcel of the formal record of the 81st Annual APCO International Conference & Exposition and will be retained at headquarters.

APCO International, Inc.

Executive Council eVote
2015 Meeting Minutes Approval
November 3, 2015 Via Email

At the request of the Management Committee in accordance with Significant Action Procedures under 6.3 of the Policy Manual (PM) on September 29, 2015 to approve the meeting minutes of August 15-16, 2015 as amended. Following a required 48-hour discussion period the special e-vote commenced on October 2, 2015.

Final tally: Yes - 32, No - 0, Abstain - 1

The special e-meeting closed on November 1, 2015 at the conclusion of the 30-day voting period.

Respectfully submitted,
Derek K. Poarch
Executive Director/CEO

The Executive Council agenda will be part and parcel of the formal record of the meeting and will be retained at headquarters.

EXECUTIVE COUNCIL					
CHAPTER	REPRESENTED BY		YES	NO	ABSTAIN
Alabama APCO	Becky Neugent		X		
Alaska APCO	Stephanie L. Johnson		X		
Arizona APCO	Sheila J Blevins		X		
Arkansas APCO	Kristi Key		X		
Atlantic APCO	Frank J Kiernan, III		X		
Caribbean APCO	Brent Finster		X		
Colorado APCO	Sharon Clever		X		
CPR (So. Calif.)	Jim Acosta		X		
Florida APCO	Ricky A Rowell		X		
Georgia APCO	Angela R Bowen				
Idaho APCO	Derek F. Dofelmire				
Illinois APCO	Jason E. Kern		X		
Indiana APCO	Darin T. Riney		X		
International	Thomas Reimann				
Iowa APCO	Eric M Dau		X		
Kansas APCO	Michele A. Abbott		X		
Kentucky APCO	Joshua R. Glover		X		
Louisiana APCO	Francis Hymel*	New			
Michigan APCO	Kim Ostin	Proxy	X		
Mid - Eastern APCO	Jeffrey Patrick Miller				
Minnesota APCO	Charles Venske		X		
Mississippi APCO	Sheri D Hokamp		X		
Missouri APCO	Michael D Hall		X		
Montana APCO	Michele Blais				
Nebraska APCO	Julie J Righter Dove		X		
Nevada APCO	Nonie E McCandless		X		
New Mexico APCO	Sandra Davison		X		
North Carolina APCO	Frank T Thomason		X		
North Dakota APCO	Janell S Quinlan		X		
Northern California	Desi Calzada		X		
Ohio APCO	Matthew D Franke				
Oklahoma APCO	Lisa Poarch		X		
Oregon APCO	Jennifer Reese*	New			X
Pacific APCO	Kenison Tejada				
Pennsylvania APCO	Jay Groce, III		X		
South Carolina APCO	Tasha Todd		X		
South Dakota APCO	Matthew Tooley		X		
Tennessee APCO	Molly Coulter				
Texas APCO	Bill Keller		X		
Utah APCO	Melanie Crittenden		X		
Virginia APCO	Bill Agee		X		
Washington State APCO	Sheryl Mullen*	New			
West Virginia APCO	David W Saffel		X		
Wisconsin APCO	John E. DeJung				
Wyoming APCO	Glen Crumpton				

*These members assumed office after August 15, 2015