

CCPOA State Board Meeting Minutes

January 18, 2008

Meeting called to order at 11:04 by Jeff Rodrigues.

Introductions: Jeff Rodrigues, CCPOA President, Nita Ulloa, CCPOA Vice President, Tina Shook, CCPOA CFO, Susie Ord, CCPOA Northern Chapter President, Victor Zavala, CCPOA Southern Chapter President, Tim Truby, CCPOA Secretary, Sally Hencken, Attorney General's Office, Crime & Violence Prevention Center.

The minutes were reviewed and were approved. M/Nita, S/Victor.

Presidents Remarks: Jeff mentioned that NCPC brought information regarding national association membership. Pros and cons were discussed. Concerns included the differences between the way things are done between the East and West of the United States, potential conflict between state and national membership, could you be a member for life, and would a new member choose national over local membership.

Nita wanted to know what the national association offers. Jeff said that it costs about \$4000.00 to be nationally certified and reminded all that California is so standardized in training crime prevention practitioners compared to the rest of the country.

Further discussion ensued regarding certification. A suggestion was made to not promote national association and to continue working on expanding the current Basic Crime Prevention Curriculum.

Sally mentioned that the A.G. would be supportive of re-certification for crime prevention specialists.

Nita welcomed us to Glendora and wished us all a Happy New Year.

Treasurers Report: Tina gave an update on the taxes owed the IRS. Currently there is a balance due IRS in the amount of \$3200.00 for filing late. Tina made sure the fee was paid to the IRS by the due date in order to avoid further penalties. Tina made a request to the IRS requesting a waiver or reduction of the penalties. Tina has not received a penalty notice from the state. Could owe an additional \$75.00 or so to the state in penalties.

Tina is on top of proper reporting and filing procedures for both the state and IRS. It is important to make sure each region is aware of proper financial reporting.

At 11:40 Jan arrived and Jeff brought her up to date on the tax issues and discussion followed regarding the best way to report penalties, etc.

Sally suggested to use a professional to do the taxes, and Tina said she would contact a past company who did taxes for CCPOA to see if they would do it again.

Tina mentioned that Robin needs a 1099 form by the end of each month and that she was

sending an amendment stating that Tim Truby is the current CCPOA secretary. Tina is also working on the trademark renewal for CCPOA. She paid a \$300.00 renewal fee.

Next discussion followed regarding Corporate Membership. A request to accept James Bennett's company of Crime Prevention Outreach, LLC was made. They were accepted. M/Tina, S/Nita. Tina also mentioned that a company called Sensor Wave Technology, Corp. wanted to obtain membership. She could not confirm if they are a legal business and would get more information before a formal motion to accept them is made.

Tina suggested that there should be an area on the Corporation Application Form that would provide us information as to what the business does and to include all necessary information, and what the company would offer CCPOA.

2008 Operation Budget: The 2008 operating budget was presented and discussion began. Sally asked about liability for Board Members and felt we should look into it. Jan mentioned that we need to have all vendors, etc. that participate alongside CCPOA functions sign a hold harmless.

Discussion regarding speaker fees began which led to an update from Jeff on the break out sessions being planned for the 2008 Conference. Jeff also asked to increase the Audio Visual budget portion to \$8,000.00 and decrease the speaker fees portion by \$2,000.00.

We need to make sure that any money entered into the misc. section be properly categorized. IRS will not accept large amounts of money in the misc. section without proper itemizing.

Tina is concerned about petty cash policies. Nita stated that in her region they only use petty cash for change and that nothing is purchased with petty cash. It was mentioned that Region 2 pays for items out of petty cash. Jan requested that Sally ask the A.G. for policy and guidelines regarding petty cash.

Jeff mentioned the idea of having specialized training for the treasurer. Tina agreed that training would be good. Sally said that training could help reduce liability issues. Tina discussed posting each regional Profit and Loss information on line, and requested us to establish a policy for regions proper financial reporting.

Southern Chapter Report: Victor mentioned that they are having a one day bi-annual meeting and that locations are being considered. Nita will be the treasurer for the meeting.

Region 3 was the only region who provided a yearly training calendar so far.

Region 1 has a board meeting at the end of the month

Region 4 has not been able to attend meetings. Victor will go meet with them.

LASO met with all the Crime Prevention Officers and asked them what they would want at the Bi-Annual meeting.

LAPD stopped attending the monthly crime prevention meetings. Victor and LASO will continue to work on helping LAPD become more involved. Jan wondered if the 20+ members from LAPD know that they are members.

Northern Chapter Report: Suzie told us about the TTT Crime Free Multihousing training coming in April. The northern regions helped finance the training.

The first State Conference planning meeting was held last Tuesday. The conference committees and organization was described. It was mentioned that each region is helping on a committee.

Sally wondered about CCPOA and state representatives meeting together to discuss crime prevention needs and legislative issues. Sally also talked about grant opportunities. Discussion followed on award process and the difference between regional awards and the A.G. awards. Jeff wondered if the A.G. could print the conference booklet.

The 2008 conference registration fees will be \$225.00 for members and \$250.00 for non-members. This led into a discussion as to what criteria should be used to allow someone to become a member.

Suzie mentioned that attendance is down for monthly meetings. Suzie then talked about election guidelines, the lack of voting response for awards, the need to clarify voting procedures such as who gets the forms and when. The forms need to be revised to make them easier to use. Suzie will rewrite forms and send them to us via email to analyze.

Tina reported that 2007 conference expenses are all paid and all checks have cleared. Current balance is \$14,785.15 minus \$2500.00 in seed money for the conference. The break down is \$4,914.06 for the Southern Region and \$7,371.09 for the Northern Region. If Citizen Corp money comes in then \$1,500.00 will go the Northern Region and \$1,000.00 will go to the Southern Region.

Sally discussed the United Way process of designation a portion of a paycheck to a non-profit organization such as CCPOA. Various other methods of fund-raising was discussed.

Sally also wants CCPOA to know that the A.G. could be a great resource for CCPOA in advertising us and helping us develop programs.

Volunteer Membership Guidelines: Victor talked about guidelines on different types of members. Discussion began on specific wording and definitions. A proposal to include a "Volunteer Associate Member" was made. Victor offered to revise current membership section of the by-laws and present it to us in the future for approval.

Misc: Jeff said he would email Robin for a Website update.

Motion to adjourn was made by Victor and 2nd by Nita.

Meeting adjourned at 3:40 p.m.