

**FL APCO BOARD MEETING  
INNISBROOK  
Friday, June 29, 2007**

Present:

Lori VanGilder	Bryan Rintoul
Joann Brown	Shannon Sewell
Eric Ferrari	Matt Hinckle - Intrado
Sue Pettingbill	Steve Devries- Trittech
Ricky Rowell	Priscilla Miers - Stancil
Debbie Gailbreath	Eddie Williams
Nancy Dzoba	Margaret Hamrick
Randy Kerr	Steve Parker – Global Software
Vic Cullars	

Meeting called to order at 9:15 with introductions of attendees

Richard has confirmed meeting dates for Tallahassee: Jan 8 & 9<sup>th</sup> for committee meetings. spend the night on 7, 8 & 9<sup>th</sup>. Vic to check on hotel and rooms and hold 15 rooms and see if meeting space is available.

Eric to update website. send him photos and updated bios by July 18.

Past president's breakfast – have board bring childhood photo and have contest on guessing who they are. – Shannon & Margaret advised.

Fall business meeting: Oct 11 & 12; Eric to confirm we can have meeting space available. working on hotel room rates. when confirmed, Eric to post on website and put in Roundup.

Pay PAL: will set up as soon as we get the FRS fund issue is straightened out. Vic will help Eric make secure pages for contact info and documents with password requirements. Vendors will send logos for CAC page. Board and committee email addresses to be verified by Eric.

New Roundup deadline: July 10<sup>th</sup>. Get items to Dick.

Baltimore: all board members going. Joann needs assistance, Nancy needs help with 4 nights hotel for exec council meetings. Chapter meeting: Nancy to contact and see whats available. Everyone to provide hotel info and Debbie to make a list. All board members are reminded of the COTM course available at. CAC breakfast.

Budget:

Secretary – new computer

Treasurer – new computer; CPA & update to 503. \$1000 needed.

Training committee (Joanne): discussion about charging for classes vs free training. we need instructors to step up. need article for roundup. requested 7966.

Public affairs 6,600 (see nancy's notes)

disaster \$1000 (see nancy's notes)

Technology Resource committee (Vic): wrote a charter. no expenses at this point, would like to include vendor and operational committee members. if board approves charter, post in round up & solicit membership and start quarterly conference calls.

RETAINS: OCT 10<sup>TH</sup> prior to committee/board meeting. Debbie to follow up with Loredana.

Retirement: 41,000 (including Richard's salary of \$30,000). pending

Sue: discussion about purchase LCD's for each training region rather than pay for each at conference. or find local agencies that we can use their stuff during conferences. Margaret & Shannon to coordinate with Vic for possible use of equipment from Tampa FDLE office.

22,066 budget requests (without lobbyist)

2006 conference - (negative) \$4892  
\$16,902; membership receipts expected for 2007/2008

\$40,000 savings  
\$400 checking  
\$6300 conference

May 3-10

\$119

\$129

\$139

plus \$11 resort fee; parking, transportation within Innisbrook, pool, newspaper, beach shuttle

total to be advertised:

\$130

\$140

\$150

regular room

executive suite

one bedroom suite

one bedroom deluxe

April dates 19-26

\$140, \$150, \$160

**Board approved changing dates to May 3-10**

Public Affairs:

no booths but have Richard & Robin or Board rep attend:

911 coordinators meeting

FL Sheriff's Assoc

FL Police Chiefs

Fire Chiefs Assoc

need to find these dates & see if Richard & Robin are available

Vendor meeting yesterday:

Joe & CAC, reviewing California's committee document and will discuss.

sponsorships – sue to make a list of available events at conference and costs

4:30 – 7:30 Tues night show hours

9-12:00 Wed with lunch (no box lunch so they can't leave the room)

vendor intros of those who sponsored events

mystery vendor game – grand prize to be awarded

cruise ship night out sponsored by all vendors

Conference theme: 911: Discover the Treasure

check into seeing of Tampa Bay Bucs would send someone – Steve to check on this

Discussion about involving NENA more into our conferences. Can we meet with NENA board to discuss vendor involvement. APCO Board expected to be present during events.

Need Board meeting on Sunday at conference and everyone to be on conference calls.

We need to appear as a unified Board and keep issues/problems out of the general attendee ears and eyes.

2008 conference: date changes. Shannon has a “call for papers” and ask members what they are interested in for next year. Currently creating a logo. Eric has a friend that can develop a logo and Shannon will provide some ideas to Eric. Nancy suggested that we created an email blast out to attendees to critique the conference sessions. Randy to get the data from Clara and pass on to Shannon & Margaret. Same with name tags.. create ahead of time.

Need to create a critique for this years conference for attendees to critique classes and conference and ask what they'd like to see next year. attendee must complete an evaluation in order to receive certificate of attendance. Margaret to develop something.

Need ribbons and certificates. Ricky to provide Shannon with copy of certificate used in Jax. Lori asked about asking instructors to provide a CD of their class. Ask instructors

to bring copies of their presentation for distribution and/or copy for posting on the website to download.

Need to make sure the conference manual has the class session and instructor matched up. Eric to provide Lori with this year's instructor names & classes so she can send thank you letters to the instructors.

Sue to make a list of events and what the conference responsibility the conference committee has.

Radios - Vic to provide 15 state radios.

Nancy to send Debbie a copy of the conference manual that she has for everyone to review and update if needed.

Debbie to send Margaret the letterhead & sample letter of requesting donations.

Matt - Intrado golf tournament

Priscilla – vendor room

wed night – steve

Sponsorships – steve

First mailing must go out in October. Registration forms need to be updated and be ready for the mailout. Need to keep track of registrations and may need to allow area agencies to attend the vendor show for free. Send “thank you” day passes to local agencies for vendor room...to make sure that vendor room stays full.

Sue to speak with 911 coordinators and encourage them to have their meeting during the conference.

2009 conference – Sue and Eric to look at Orlando area. Should have proposals at October business meeting.