

FLORIDA APCO
ANNUAL CHAPTER AUDIT
AND
SUMMER WORKSHOP
JULY 7 – 8, 2005
ORLANDO/PEABODY HOTEL

Audit Committee

Eddie Williams – Chapter President
Matt Stillwell – Immediate Past President
Randy Kerr, Treasurer
Clara Woody-Redmon, Board Officer
Ricky Rowell, Board Officer
Joe Cunningham, APCO Member/Non-Board Officer

Upon completion of the audit, workshop called to order by President Williams at 3:30 p.m. In addition to audit committee, the following members present for the workshop:

Tom Sorley, Executive Council	Robin Schmidt
Debbie Gailbreath, Secretary	
Sue Pettingill, Board Member	Lori Vangilder, Board Member

Treasurers Report

Audit committee found all accounts in order with all credits and debits accounted for including final receipts and payments from 2005 Jacksonville conference.

2005 Chapter Conference Earnings: \$8,688.76

Chapter Account Balances:

Business Account - \$10,198
Chapter Account - \$4,804
Conference Account - \$12,211
Total - \$27,214

Anticipated 2005/2006 Income:
Annual membership dues - \$12,000
Vendor Sponsorship Program - \$5,000
2006 Conference Vendor Sponsorships To-Date (Wetec) - \$1,000

Total – \$18,000

2005/2006 Budget Requests

2006 Conference Committee – Tom - \$4,200

FL APCO Booth in Denver: \$2,000 – includes costs associated with serving frozen sample-sized' frozen tropical drinks

T-shirts for Board Members, FL Chapter booth workers and for 'give aways' - \$600 (Lori to seek vendor sponsorship for shirts)

Florida APCO Pins: \$1,230

Orange County convention center to seek prizes from Orlando hotels and Theme parks for booth 'give aways' (no cost to the chapter)

Motion by Sue and 2nd by Lori to approve conference committee budget. No discussion, no opposed, motion carried.

Training Committee – Clara for Sharon Falcone – proposed \$9,241 (last year's \$6,500)

Expenses for regional training: \$4,325

Instructor training classes: \$1,716

Workshops: \$2,300

Miscellaneous expenses/supplies: \$900

Disaster Committee – Ricky for Natalie Duran – no budget submitted

Last year's expenses - \$600

Public Affairs Committee- Matt for Fran Self – no budget submitted

Last year's expenses for Website and Roundup - \$2,800

(Ricky to check with PRIDE for printing of Roundup)

Chapter Booth - \$2,000 for 5 events (CJIS, Police Chiefs, Sheriffs, Fire & Clincon)

Standards Task Force – Lori for Bob Finney – no budget submitted

Last year's expenses - \$250

Retirement Task Force – Eddie for Barry Luke – no budget submitted

No expenses from last year

By-laws – Matt & Lori

No expenses anticipated

Additional expenses:

9 boxes of FL APCO secretary and historical documents from Bob Luke and 6 boxes of FL APCO treasurer's documents need to be stored. APCO International has agreed to storage area and will provide a company to put all documents onto a CD or DVD for cost of \$150 per box. Total of \$2,250.

Total budget requests: 21,341.00

Motion made by Tom and 2nd by Ricky to approve budget amounts using last year's totals plus the historical documents costs. No discussion, no opposed, motion carried:

Training - \$6,500
Disaster - \$600
Public Affairs - \$4,800
Standards - \$250
Historical documents - \$2,250*
Total - \$14,400

Plus \$4,200 for 2006 Conference = 18,600

Minus 5 document boxes (\$750)

*workshop members reviewed documents in the 9 boxes of secretary/historical documents & disposed of 5 boxes of documents (old International conference ads, meeting minutes already documented in electronic format, etc). Debbie to arrange the 4 boxes of documents for processing by International. Total decreased to \$1,500.

Final Total = 17,850

2006 Conference Committee Report – Tom

Tom, Robin, Debbie, Lori and Sue met with Orange County Convention Center this morning for discussions about the “Welcome” event to be held on Sunday night of the conference. Theme decided and location revisited. Group plus Matt met also with Orange County Convention Bureau. Discussions regarding Exec Council dinner during conference. Robin has started a “volunteers” list.

Action Items:

- **Lori, Sue & Tom** to visit “Fantasy of Flight”
- **Lori** to contact Convention Bureau about possible locations for Monday & Wednesday night outings. Outings including dinner & transportation for around \$60.00
- **Debbie** to contact Seaworld
- **Debbie** to contact Intl about Family events expectations
- **Eddie** to coordinate Golf Tournament requirements
- **Tom** to check with Intl and/or Rosen ref future conference meetings & room rates

Chapter Booth in Denver – Sue

Volunteer schedule started. Anyone wishing to help should contact Sue. An 8x2 color banner is being created to hang over the booth. **Ricky to check on discount pricing.** Sue provided mailing address for her sister in Colorado; all items to be shipped there for transport to the convention center in Denver. Lori gathered t-shirt sizes of Board members and order 100 t-shirts. **Matt to order pins.**

Training – discussion about “proof of attendance” for Chapter committee/board members attending training paid for by the chapter. **Clara to create a MOU form** to be signed and will require attendees to provide copy of certificate upon completion of the course.

Equipment needed: projector & laptops. **Eddie to talk with Kent** about his idea regarding used laptops being donated. Regional trainers are encouraged to contact the agency they are responding to, or agencies in that area, to assist with providing equipment required.

Roundup Action Items:

- Deadline: **All to send articles** to Dick Nelson by July 15th.
- **Matt** to ask Eric Ferrari to write an article about the web page.
- **Eddie** to contact Mark Martorano and Kent Swarts about vendor rep position and include the info in the Roundup

Executive Council Report – Tom

International 2nd VP Willis Carter’s son was killed on July 7. **Tom will send flowers** from the Florida Chapter.

BAPCPO considering dissolving its affiliation with APCO Intl. APCO Intl developing a committee. Further info to follow. The Intl finance & budget committee still working to finalize the committee items.

Board/Committee Expenses – Motion & Approval of Board

Board members and committee members whose agency cannot pay travel expenses, should submit a “travel reimbursement” form to Randy for travel expenses. Per diem is based on Federal rates for the area traveling to. The Chapter can pay hotel costs pre-arrival, as needed. Since meal per diem will be paid by the agency or by the chapter as travel reimbursement, the Chapter will not be paying for group meals, unless special circumstances exist and approved by the President. If those special circumstances arise, meals costs should be no higher than the regular per diem rate.

Future scheduled Board activities

- Fall business meeting & committee meetings – Orlando, October 20 & 21
- January workshops - w/Intl symposium, Orlando Airport Marriott, Jan 31 – Feb 2
- Spring/Summer Audit & Workshop – TBD

Action Items:

- **Debbie** to coordinate with OCC ref Oct business meeting
- **Tom** to check with Rosen ref room rates for Oct meetings
- **Debbie** to coordinate with Intl regarding meeting space for Jan workshops

Workshop adjourned July 8 at 11:30 a.m.