

P.E.A.F Meeting Minutes

Date: Saturday March 19th, 2011

Location: Olive Garden Brandon Florida

- I. Call Meeting to Order at 12:25 and was attended by Theresa Adams, Chas Donaldson, Ken Lininger, Angela McNeill, Pam Schmidt, Linda Hypes, Lara Hoechst, Kim Vandegrift, Vivian Caphart, Yoli Brennan, and Lisa Spencer.
- II. Topics to Discuss:
 - a) 2011 Conference Wrap-Up (see attachment 1)
 - 1) Property Room.com sent the P.E.A.F Board boxes of Chocolates as a thank you for the conference. Angela will write a Thank You note to Peggy from the board.
 - 2) Will cut down on Door Prizes for next year.
 - 3) Will re-work the Conference Evaluation for the 2012 conference.
 - 4) Next conference a Chapter group picture will be taken, along with the conference photo and board photo.
 - b) New Hotel (see attachment 2 and 3)
 - 1) Pam sent out inquires to 161 Orlando area hotels. 45 responded and 21 made the “short” list (see list handed out at the meeting). Vivian motioned to make the Orlando Sun Resort the hotel for the 2012 to 2014 conferences, Yoli 2nd, motioned passed. Pam abstained from the vote.
 - c) T.A.P.E.I.T Information (see attachment 4)
 - 1) Theresa has been speaking to the board members of Texas Association of Property and Evidence Inventory Technicians (T.A.P.E.I.T) and has found out the following information about their organization.
 - Board meeting are usually Sunday evening and Monday mornings.
 - The conference switches between Austin and San Antonio.
 - T.A.P.E.I.T offered Theresa a free conference registration (only needs to pay for airfare and hotel)
 - Their conference is Wednesday, Thursday and a 1/2 day on Friday.
 - Awards banquet Thursday night; \$325 conference registration fee.

- Money earned from fundraisers, 50/50's...etc goes into an account for scholarship money or grants.
- Gave out over \$6,000 last year.
- Have about \$40,000 in their account.

d) P.E.A.F Certification

- 1) Theresa will be receiving a certification packet from Texas.
- 2) 11 P.E.A.F members have asked to be on the Certification Committee.
- 3) Pam moved to create a Certification/Education Committee, Vivian 2nd, motion passed **Note: Due to more research of the by-laws this motion was not needed and no new committee will be made at this time.
- 4) Pam spoke with I.A.I and P.E.A.F. can work with them to become accreted and certified through the I.A.I.
- 5) Vivian spoke with UCF and they are willing to work with P.E.A.F. There will be a cost (which will be discussed at the next meeting) this can be combined with continuing education credits.

e) 2012 Conference

- 1) Polo shirts ~ same as 2011 conference.
- 2) Messenger bag for conference items.
- 3) 3 day conference (tentative schedule)

Wednesday

- 8:30-4:30
- Announce candidates
- 6-7 Meet-n-Greet

Thursday

- 8:30-4:30
- 6-7 Cocktail Hour
- 7-? Awards/Business meeting

Friday

- 9-3
- Round Table

- 4) Conference Fee for 2012 \$225
- 5) The dates will be Wednesday February 22, Thursday February 23 and Friday February 24, 2012

f) Budget

- 1) About \$27,000 in the account
 - 2) Taxes will be filed on April 1st
 - 3) Tax Exempt status up for this year~ Ken is working on this matter
 - 4) Will be opening a “Grant/Education” account. Ken and Pam will have access to this account.
- g) Website/Newsletter Update
- 1) Lara created a newsletter, will have out by the end of the month. Will be creating a quarterly newsletter and putting it on the website.
- h) Open Discussion
- 1) Office Depot Gift Card
 - a) 500G Portable hard drive for pictures for the conference.
 - b) Extra Thumb drives (need at least 3).
 - c) New Memory Card form Linda Camera.

III. Next Meeting Date

- 1) Next meeting (TENTATIVE) will be Saturday May 14th to meet with UCF and then a board meeting will be at the Orlando Sun Resort on Sunday May 15th

IV. A motion from Ken to adjourn the meeting, Pam 2nd, motion passed, meeting adjourned at 2:30.