

P.E.A.F Board Meeting Minutes

Saturday September 18, 2010

I. Meeting called to order by at 11:46 A.M at the Panera Bread USF in Tampa. Members who attended were Theresa Adams, Chas Donaldson, Angela McNeill, Ken Lininger, Pam Schmidt, Linda Hypes and Yoli Brennan.

II. Topics to Discuss

a) 2011 Conference

1) Plan for 100 attendees. Theresa moved the budget will be \$20,000, Linda 2nd, motioned passed. The budget for the 2011 conference will be \$20,000.

2) Meals (Pam will gather Menus for the next meeting)

a) Wednesday Morning- Breakfast

b) Wednesday Meet-n-Greet (Social Cocktail Hour) in room with Vendors from 6PM to 7PM, followed by a "Buffet Dinner" in the class room area (for seating purposes) with a cash bar.

c) Thursday Morning- Breakfast

d) Thursday Lunch- Box lunch and time for checkout

b) Vendors will be in the "Castle Room" and the class room will be the "Enchanted Room"

c) Prizes- working on a Vacation Package to give a way as a door prize for the 10th Anniversary gift.

d) Agenda/Timeline for Conference

1) Wednesday~

Breakfast/Registration 7:00-8:30

Business Meeting 8:30-9:15

Speaker 9:30-11:15

Lunch 11:15-12:30

Speaker 12:30- 1:30

Vendor Hour 1:30-2:30

Speaker 2:30-3:30

Speaker (Yoli-Purging /Disposal of Evidence) 3:30-4:30

Cocktail Hour 6:00-7:00

Food/Dinner 7:00-???

2) Thursday~

Breakfast 7:00-8:00

Speaker (Mike Mielke- Drugs) 8:00-9:30

Elections/Break 9:30-10:00

Speaker 10:00-11:30 (Theresa- FDLE Submissions—Updated)

Lunch ("Box" lunch and checkout time) 11:30-1:00

Speaker 1:00-2:00

Speaker 2:00-3:15

Certificates/Closing of Conference 3:15-3:45

e) Newsletter and Website update tabled until next meeting

f) IAPE Newsletter- Yoli moved we advertise in the IAPE Newsletter for the 2011 Conference, Ken 2nd-motion passed, will run a full page ad in the IAPE Newsletter

g) Treasurer Report/Discussion

1) There is about \$35,000 in both accounts. No outstanding bills/invoices.

2) Have new bank cards. SunTrust went from Visa to MasterCard. Need to activate new cards. The new cards have a "rewards" program that is double until the end of the year. The points will be used for "free" door prizes for the conference.

3) More agencies are going to Direct Deposit instead of checks or cards for payment, this will work out much nicer for P.E.A.F. not as many checks means not as many trips to the bank, invoices...etc.

4) Zella is paid and full and once her membership is paid (if she wishes to continue to be a P.E.A.F member) she will be a member in good standing.

h) Open Discussion

1) Board Attire

- a) Board Polo Shirts should be different from the conference shirts. Tabled until next meeting.
- b) Possibly order windbreakers or Fleece covers for board. Tabled until next meeting.
- 2) Christmas card Pick -Linda had several different cards for the board to pick out. One was chosen and will send out around the Holidays.
- 3) Topics for Conference
 - a) Purging/Disposal (Yoli)
 - b) Drugs (Mike Meilke)
 - c) U.S.S.S/Counterfeit (Ken working with U.S.S.S)
 - d) FDLE Submissions-Updated (Theresa)
 - e) Personal Development
 - f) Firearm Safety
 - g) Court Testimony
- 4) Disc Production- Outside speakers need to have information to Ken by Friday December 31st. Board Members will need to have the information to Ken no later than Friday January 14, so disc production can begin on or after Saturday January 15th.
- 5) Ship conference items (things that are ordered) to Ken, this will save on members attempting to load cars/van and making it to Orlando.
- 6) No packing party will be needed for the conference. Board Members will report to Orlando on Tuesday and shop and setup for conference.

III. Next Meetings

- a) Tuesday November 2nd at 6PM (so vote early---its Election Day) via conference call
- b) Tuesday December 7th at 6PM via conference call
- c) Future meetings will be set up at that time

IV. Adjourn- Pam moved to adjourn the meeting, Chas 2nd, motion passed. Meeting adjourned at 1:40 PM