

TEXAS CITIZENS ON PATROL ASSOCIATION

EXECUTIVE BOARD MEETING

Official Minutes

State/Region: Texas Executive Board
City: Fort Worth, Texas

Date: November 6, 2010
Place: 1100 Nashville Avenue

TCOPA Board Members Present: Allen Speed, Shirlee Wilkinson, Diron Hill, Kristy Gilbert, and Debra McTaggart

Regional Presidents Present: None

Absent: Carol Skelton (non-voting) and Regional Presidents Deandra Pugh and Tom Higdon

Quorum present? Yes (minimum 4 voting members equals a quorum)

Proceedings

President Allen Speed called the meeting to order at 10:38 a.m.

Kristy moved to approve minutes from previous board meeting on August 28. Motion carried unanimously.

Shirlee Wilkinson moved to approve the Treasurer's Report showing a bank account balance of \$1,290.20. Motion carried unanimously.

Agenda Topics – Committee Reports:

Discussion of 2011 Conference:

- Hotel contact changed contract at Allen's request and Allen executed the contract with his signature.
- Allen invited the Fort Worth City Manager, who is retiring at the end of the year, so whoever is appointed will be invited.
- Allen contacted the Mayor's office. The Mayor's aid said he would keep Allen posted. Allen will send the email to the other board members.
- Previous discussion around inviting former President Bush. Deandra had a contact, who has limited availability for board duties at this time so we need to ask her if she still plans to try to contact him.

- Allen recommended retired Gainesville Chief of Police as opening ceremony speaker; however, discussion revealed that feedback received after the retired chief spoke at TLOFT was not favorable. Allen asked the board to bring to the next meeting a pool of suggested speakers and their resumes. Also at next board meeting bring suggestions for keynote speaker, resume, and fee if any and entertainment/speakers suggestions. We can comp speakers' rooms at the Sheraton.
- Kristy gave the hotel contact (Iris) the organization's credit card and feel Iris is doing a great job and is confident all arrangements will be carried out.
- Allen suggested we give the Sheraton an award plaque at conference to thank them for allowing us to host the conference there.
- For audio/visual during the conference, Allen can get a projector and screen so we don't have to pay the a/v service. Perhaps in the future the organization can purchase a projector and screen or get donated equipment.
- Diron will contact a FBI person to provide a break out during the conference.
- Allen will have the gang unit, human trafficking, and narcotics from Fort Worth PD to provide break out during the conference.
- Diron can provide a bike patrol class.
- Kristy suggested giving attendees a notebook. Diron said we'd need people to help put them together. He also suggested burning a CD for each attendee with presentations from the breakout sessions.
- Allen will ask Wal-Mart for grant money. Kristy and Diron will ask Burleson businesses. Diron suggested Target because he is aware they do grants and there is a registration process and ask if they would give any prizes or giveaways.
- At Sheraton keep the breakout sessions in the 6 rooms that are all together in one area and then leave the large room for use as general meeting and banquet.
- During January board meeting we need to determine the breakout sessions and general meeting schedules.
- Shirlee gave samples of conference giveaways such as bag, pen, name badge holder, hand sanitizers, note pad, t-shirts. Suggest sponsor names on bags and also website address.
- Allen can get 100 Starbucks tumblers.
- Kristy will take some samples to printer she has used before to get a quote. At January meeting Kristy will have estimated cost of pens and challenge coins.

- Allen will talk to suppliers for PD and perhaps give them a booth at conference for reduced prices.
- Sheraton will charge \$25 per booth. For agencies, we will charge them only \$25 and charge more for non-profit and for-profit agencies/companies, etc.

Discussion of membership:

- One member renewed and paid dues through PayPal. Diron will report more about this later.
- Allen will ask Chief Halstead if he has a directory of Chiefs in police departments in Texas so we can send a mass email informing of the association and getting some support.

Discussion of website:

- Diron provided an information sheet to board members and it is to remain confidential and provide to each of our successors. It contained the 5 core email addresses. The website address is www.txcop.org. Please don't change the passwords listed on the information sheet.
- Diron will be able to have documents loaded on the website for award nominations or ask people to send nominations to Awards@txcop.org so everyone will have the opportunity to nominate via website and email. People can also print out the form and send by mail. The website will state that the person submitting a nomination will receive a confirmation email in return.
- Diron gave instructions about how to login to website and check emails.
- PayPal account is monitored by the Treasurer. There is \$23.74 in our PayPal account that PayPal won't get to us until they receive the 501(c)3 paperwork. PayPal is very specific with their requirements for non-profits.
- Kristy will send 501(c)3 information.
- When someone joins and fills out membership form, it goes to Membership@txcop.org. 1 new member has paid via PayPal, Edward Craddock III.
- Shirlee is coordinator for registrations for the conference so she should check the email address/box frequently. There are currently 5 conference registrations.
- Once we know the conference fee, Diron will add to the site and ask "How do you want to pay?" – mail or via PayPal on the website.

- Diron printed the marketing piece and suggested we keep it with us and hand out whenever we think someone will be a sponsor. The number of sponsors and their sponsor fees will need to cover 100 attendees. Need core sponsors before January so we can determine conference fee at next meeting on Jan. 8 so we can put on the website. Minimum is \$25 to cover cost of membership.

Discussion of Elections:

- Diron will run in 2012. Kristy will put together information on who wants to be on the slate for general meeting first day of conference and will take nominations from the floor.
- Will need to inform members of the elections at the conference. Had intended to already send a letter to members about conference and about paying dues so this year for any members who were charter members but didn't attend the last conference, their membership fee will be waived. From now on, membership will run from conference to conference.
- Diron will need to make button on the website for renewals.

Miscellaneous:

- Debra's City of Fort Worth email address is no longer valid because on November 8 she has a new job.

Having completed all business and motion by Kristy to adjourn, the meeting was adjourned at 12:34 p.m.

Chair's Signature
Allen Speed, President

Secretary's Signature
Debra McTaggart, Secretary