

Minutes



FCCD State Board 1st Quarterly Meeting November 17-18, 2017 1:00 P.M.

Location: The Shores Resort and Spa, Daytona Beach, Florida

Chapter Presidents/Proxies: The following Chapter President/Proxy were present

Ardena Bosley - Chapter 1	Eddie Hand(Proxy) – Chapter 2	Miriam Martinez(Proxy) – Chapter 3
Sheri Cole - Chapter 4	Stephen Starling – Chapter 5	Beth Mallard – Chapter 6
Paulette Julian(Proxy) – Chapter 7	Dawn Dinatle – Chapter 8	Karl Yedlicka – Chapter 9
Mark Strach– Chapter 10	Sara Baldrige – Chapter 11	Yasmin Swearengin – Chapter 12
Jackie Johnson(Proxy) – Chapter 17	Shannon Johnson(Proxy) – Chapter 18	Donna Bolton – Chapter 20
Angela Carter – Chapter 21	Tammy McCroskey(Proxy) – Chapter 23	Karen McNeal– Chapter 26
Stephanie Quezada– Chapter 28	Julie Satre(Proxy) – Chapter 30	Mary Schoenauer– Chapter 31

Welcome & Call to Order.....President Tammy Marcus

- President Marcus welcomed everyone to the Shores Resort and Spa in Daytona Beach Shores, Florida
- Roll Call was conducted by Secretary Carol Starling of the Chapter Presidents to establish a quorum. A quorum was established, and President Marcus called the 1st Quarterly Board Meeting to order @ 1:20pm.
- President Marcus introduced Aundrea Hannah, Star and Shield, who presented updated information on status of Star and Shield, available products, states products are available in and that home office is back in Tallahassee.
- President Marcus introduced the Executive State Board: President Elect – Michael Page; Treasurer – Shelley Liddle; Secretary – Carol Starling; Immediate Past President – Linda Brooks; Executive Director Jim King; Administrative Assistant – Debbie Kissane. Executive Secretary – (Rob Lingis- absent due to family trip)
- President Marcus recognized special guests Gail Page, Capital Insurance and Jim King, Data Base Financial Services. Both companies help sponsor our board meetings.
- President Marcus extended welcome to all the Chapter Presidents, and committee chairpersons for attending the Quarterly Board Meeting.

Executive Secretary Report..... Rob Lingis

- Absent; family trip. No report given.

Vendors / Sponsors

- Aundrea Hannah - Marketing Associate. Star & Shield Insurance Exchange
- Gail Page – Capital Insurance Agency, Inc.
- Jim King – Database Financial Services

President Report.....Tammy Marcus

- President Marcus went over this year's community service project which centers around autism and or fundraising efforts that will benefit the Dan Marion Foundation. The theme for the year is "Piece by Piece we can make a difference." Institute color will be teal.
- President Marcus introduced special guest speakers, Robert Almas from the Dan Marino Foundation and Josh Domash, Alumni from the Dan Marino Foundation, who presented information on the mission and history of the Foundation. Excellent information was provided

concerning Autism and Josh presented his story of triumph and how the Dan Marion Foundation was critical in his life.

- Information was given on fund raisers with goal being to give all proceeds from this year to the Dan Marino Foundation. Next board meeting will be only exception with Kids in Support of Soldiers being our focus.
- Presented information on meetings held with State Agency Leaders. Additional discussion was on the finance, planning, and importance of participation of Chapter Members in the annual institute which will be in South Florida this year for first time in thirteen years.
- A suggestion box to be available at each Board Meeting for ideas to be shared.
- ACA conference will be attended in January by several members to promote our organization.
- Budget was presented. Motion made by Mike Page to accept the proposed budget; seconded by Mary Schoenauer. Motion unanimously passed.

Executive Director Report.....Jim King

- Executive Director King presented the issue of our lack of liability insurance. (See New Business)
- Executive Director King further reported that membership is down through September of this year by 167 members. Any ideas to help boost and retain membership, such as Silver members, please send to jdkingll@comcast.net to be distributed to other Chapter presidents.
- He asked that Chapter Presidents reach out to the Sheriffs in their area to help get them involved.

Past President Report.....Linda Brooks

- Past President Brooks thanked everyone for their help and presented a summary of last years institute.
 - Registration – 280
 - Pool Tournament – 12 participants; 6 teams
 - Fit Walk – 25 participants with each receiving the book, 'Walk Yourself Fit'.
 - Wellness Bingo – 16 participants
 - Golf Tournament – 82 participants (an increase from 2016 of 40 golfers/10 teams) \$18,010 in sponsorships
 - Vendors – 60 and \$87,000 paid
 - Training Workshops – Plenary sessions day 1 had 225 attendees, day two 200; excellent reviews
 - Chapter Effectiveness – twelve chapters received award, same as 2016
 - Silent Auction – over \$3,000 raised
- Past President Brooks closed by stating that a survey will be put out to members for feedback

President Elect Report.....Mike Page

- No Report at this time.

Treasurer's ReportShelley Liddle

- The report of the organization's financial status was provided by Treasurer Liddle.
- First Florida Credit Union 24-month CD (Foundation) has a balance of \$101,087.94, First Florida Credit Union Checking Account has a balance of \$10,883.37, First Florida Credit Union Prime Share account has a balance of \$5.02.
- Motion to accept the Treasurer's Report was made by Mike Page; second by Dawn Dinatle. Motion passed unanimously.

Secretary's Report.....Secretary Carol Starling

- The 2016/17 4th Quarter Meeting minutes were presented by Secretary Starling. A motion to accept the minutes was made by Karen Michael; seconded by Mike Rathmann. Motion passed unanimously.

Administrative Assistant Report.....Debbie Kissane

- Administrative Assistant Debbie Kissane stated that she will be sending out information and contact sheets for committees. At next board meeting a sheet will be prepared for Chapter Presidents in order to obtain all contact information for their local board.
- Chapter Effectiveness books from last year will be at next board meeting for pickup.

General Information/Discussion.....Meeting Members

- President Marcus reminded everyone to make sure to look at the '00' list for members in their area. She further gave Chapter Presidents some tips on utilizing their members to help with membership drives, keeping track of members gained and lost, and other important tasks.
- Shelley Liddle proposed a personal challenge for each person present to get five new memberships to bring to the next board meeting which will more than make up for the 167 lost.
- President Marcus informed the group that Joyce Haley, long time supported of FCCD, lifetime member, and former LL Wainwright award winner, passed away November 11.
- 2nd Quarterly Board Meeting will be February 16-17, 2018 at DoubleTree SeaWorld, International Drive, Orlando. There is no charge to your card when reserving the room. This is and always has been a part of our contracts with hotels. If any issues, please notify Shelley Liddle. Also, at check in, if you don't use a card for incidentals, tell them you are cash only. Just remember as cash only, you will not be able to charge items to your room.

Candidates for State Executive Board SecretaryPresident Marcus

- President Marcus introduced the candidates for the position of Secretary and allowed them time to speak to group.
 - Alice Sims
 - Rick Orzechowski
- She further stated that Christina Crews, due to personal reasons, has asked to be removed from nomination.
- Voting will open online once the Councilor has been mailed out. Voting procedures discussed. Councilor should be out in January with your code. Please check your address is correct; check with membership locally or state.

Committee Reports

- Golf Tournament – Rick Orzechowski
 - Tournament will be held at same hotel depending on contract negotiations.
 - Asked that the chapters donate a dozen golf ball and bring to next board meeting. Please no X-Outs, any other kind of golf ball is acceptable.
- Historian – Mark Danford
 - Please bring anything you may have to assist our historian. Mark Danford will be working with Christina Crews to add items to our website.
 - Also reminder that the DVD is still available for use.
- Community Service - Donna Wiebe
 - Donna Wiebe reported the fund raiser for Dan Marino Foundation was at \$500.00 cash. And items donated probably amounted to \$300 – 400.

- Next board meeting will be Kids in Support of Soldiers. Items to be packaged will be sent out. Also, money for stamps is always needed.
- Decorations - Janet Worsham
 - Please bring anything you may have at your chapter/home that may be able to be used for the Institute to help cut expenses.
- Institute Training – Sheri Cole
 - The committee is working hard and already has six training offerings selected.
 - Will have everything from gangs and drugs, to retirement, to nutrition.
 - Welcomes all ideas.
- Louie L Wainwright Award – Mark Danford
 - Qualifications for this award were discussed to maintain the integrity of this prestigious award and about the person it was named after. Please make sure that the person you nominate is in line with the expectations, including their commitment to FCCD.
- Entertainment Conference Activities – Sara Baldrige
 - More information will be coming as we move further along.
- Awards Coordinator– Maria DiBernardo
 - Will be Chair to coordinate all the awards, L.L. Wainwright, Re-entry, Distinguished Service, Community Service, and Training.
 - Will be responsible for ensuring committees are diverse and fair. Coming from all areas of state, different agencies, and different chapters.
 - Everyone should make sure they know the criteria for the awards.
- CPOF Scholarship – Jim Freeman
 - Presented history behind the CPOF and the scholarships
 - Two scholarships are being offered this year.
 - The application is on web and the deadline is June 1st.
 - We only received three nominations last year; one was not a CPOF member and did not count qualify. Both of the other nominees received scholarships. Corrections employees or their children are eligible if they are a CPOF member.
 - There is also a Nationwide Scholarship available. Over 200 given, five last year from State of Florida.
 - Also gave information on Freezing for a Reason and the Torch Run. The Department of Corrections is largest fund-raising group for the Torch Run/Special Olympics.
- Past President Liaison – Gina Giacomo
 - Working on ideas for gifts.
- Re-Entry Award – Jennifer Haas
 - All local chapter recognition should be sent by June 1st
 - Looking for committee members
 - Advised that chapters should review the nomination form on the website for the requirements for this award
- Bill Bedingfield Scholarship – Angela Gordon – absent. No report given
- Vendors - Michelle Jordan, Michelle Whitworth & Hope Simpson
 - Going to ACA to talk to all vendors, which is usually over 400.
 - Requested members to provide suggestions for vendor possibilities. Can be small vendors, friends who have a small business, or can just sponsor an ad or event.
 - Save the date cards available. Template will be sent to Debbie Kissane to forward to everyone.
- ACA & Affiliate Liaison – Maria DiBernardo
 - Several members going to conference in January 4 – 9, Marriot World Center, Orlando. FCCD is part of the host committee.
 - We will be speaking with vendors and manning an FCCD booth.
- Photographer – Mike Davies
 - Reminder to Chapter Presidents, Board Members, and Committee Chairs to have pictures made.

- Ray D. McCleese Scholarship – Paula Hoisington – not present
 - President Marcus stated that Ms. Hoisington will be at next meeting but had asked that it be conveyed to the group that the criteria, deadline and other information is on the website.
- Distinguished Service Awards Chair – Nichola Ogunlari
 - Will have lots of information for next meeting
 - Need diverse committee.
 - Each Chapter must submit nominations for each area to achieve Chapter Effectiveness (Corrections, Law Enforcement, Juvenile Justice, Judicial, Criminal Justice, and L.L. Wainwright).
- Chapter Training Funds – Donna Bolton
 - President Marcus relayed that any chapter needing funds to help offset cost of a training event should send request to Donna.
- Institute Finance – Lois Schwing
 - Chapter Ad money and money donated for door prizes must come to her for proper accountability. She will have someone at the Institute accepting door prize money and buying gift cards. This is part of Chapter Effectiveness
- Membership -Jean Leonard
 - There are a lot of new employees so lots of opportunity.
- Fiscal Review – Fred Schuknecht
 - Fiscally FCCD is stable. About same place as a year ago, a little ahead, not going backwards.
 - Thanked Past President Brooks on her institute for delivering it “in the black”.
 - Further that we all need to focus on memberships. Have meet and greets and explain what we are about.
- Networking – Dawn DiNatale and Steven Celt
 - President Marcus stated that this year there will be lots of good food.
 - Please let Dawn know about any ideas on specific foods or themes.
- Elections Supervisor – Mike Rathmann
 - Stated he will be working with Executive Secretary Rob Lingis on the process.
- FCCD Store – Mary Taylor
 - Store has t-shirts for \$2.00 and lots of other items to use as incentives for membership in chapters.
 - Mary Taylor reported the baskets for store drawings are always arranged and donated by Ms. Pat Honour. Current basket raised \$57.00; store sales were \$279.00. Total for two days \$336.00.
- Web Master – Christina Crews – Absent
 - President Marcus stated that a new Website is being developed and reformatted. Christina Crews will be working on getting it rolled out.
- Publications, *Councilor* and Institute Program – Donna Wiebe
 - November 27 is last date to submit news article for the *Councilor*. The articles must be at Orange County Graphics by December 4.
 - This is a requirement for Chapter Effectiveness. Please one attachment in word, and one attachment such as pictures in JPEG. Anyone in a Chapter can submit an article and as many articles as they would like.

Day One Meeting Conclusion

Meeting was tabled for the day at 4:53 pm by President Marcus and will reconvene at 9:00am tomorrow morning November 18, 2017.

Day Two Meeting Reconvened

President Marcus reconvened the 1st Quarterly Board Meeting at 8:49 am.

President Report.....Tammy Marcus

- President Marcus welcomed everyone back for the second day of the board meeting.
- President Marcus recognized our sponsors Capital Insurance, Database Financial and Star & Shield, and thanked them for their continued support.
- President Marcus introduced Gail Page, Capital Insurance, who gave an overview of Capital Insurance and their 40 years of services to State Employees and their 25-year partnership and sponsorship of FCCD.
- President Marcus introduced Jim King, Database Financial, who presented his company and how they help FCCD by presenting presentations to the individual Chapters with a \$5.00 per person donation back to help offset cost of training.
- Reminded everyone about the suggestion box. Also, about themed nights at board meetings and the Institute.
- Appreciation and thanks were expressed toward the networking team.
- President Marcus announced that in addition to the membership ticket sales incentive drive, she was personally giving \$100.00 to the individual selling the most tickets in that drive.

Chapter President Reports

- Chapter Reports were presented by:
 - Chapter 1
 - Chapter 2
 - Chapter 3
 - Chapter 4
 - Chapter 5
 - Chapter 7
 - Chapter 8
 - Chapter 9
 - Chapter 10
 - Chapter 12
 - Chapter 17
 - Chapter 18
 - Chapter 20
 - Chapter 21
 - Chapter 23
 - Chapter 26
 - Chapter 28
 - Chapter 30
 - Chapter 31

General Information/Discussion Day Two.....Meeting Members

- Executive Director Jim King requested, that at next board meeting, please include the number of Institute full and o/ partial scholarships chapters are anticipating giving. Also, chapters that have a lot of funds have sometimes donated scholarships to neighbouring chapter.
- Commuter status was discussed. Hoping there will be a lot of commuters from Department of Corrections.
- Yasmin Swearengin asked for suggestions on people/business to contact for items for institute gift bags. Bags are being provided by Star & Shield.

Old Business

- Mark Danford stated he will be working with Mike Rathmann on the realignment of boundaries for various chapters state wide.
- Treasure Shelley Liddle asked about the changes to Mission Statement that was tabled from last meeting.
- Executive Director King stated that Executive Secretary Rob Lingis was researching how a change in the mission statement would affect our our Articles on Incorporation. Additionally, the IRS review of our Tax-Exempt status is still pending, and a change may affect something in that review. Motion made by Jim King to table the change of mission statement until after IRS review; seconded by Mike Page. Motion passed unanimously.

New Business

- Executive Director King presented the issue of our lack of liability insurance which is required by most hotels. There was discussion of the importance to have such insurance as it affects the entire organization including the chapters. The cost of the insurance is not known at this time. Ideas of how to pay for it included possibly eliminating the rebates to the chapters. Information was presented on how eliminating the rebates affected the bylaws and how changes to bylaws were made.
- Gail Page made motion to eliminate the rebates; second was by Karen Michaels. Motion was tabled by President Marcus to be addressed again at the Second Quarterly Board Meeting.
- Quotes and additional information on liability insurance will be gathered and presented for discussion at next meeting.

Closing Remarks & Announcements..... President Tammy Marcus

- Chapters were given a chance to provide chances to win and hold drawings.
- Next Board Meeting is scheduled for February 16-17, 2018 at the DoubleTree SeaWorld, Orlando.

Adjournment @ 11:07am

Jim King – Executive Director, made a motion to adjourn the meeting
Maria DiBernardo – Past State President seconded the motion. Passed unanimously