

NEDIAI Board Meeting Minutes

January 18, 2008

Present:

Drew Webb
Alicia Wilcox
Emily Rice
Bill Appel
Ed Downing

Jason Covey
Amy Duhaime
John Grassel
Von Labarre
Paul Souza

Lisa Corson
Tim Burt
Brian Battaglia
Deb Rebeiro

Called to order at 10:10 am by President Tim Burt

Forensic Art

- Chief Ed Picard of Auburn NH was introduced – the board members then introduced themselves
- Ed Picard is trying to get the Forensic Artists organized and encourage all to become IAI certified and members of both the IAI and the NEDIAI. He would like our help in bringing training to the area and advertising the upcoming meeting of Forensic Artists that he is hosting in May.
- Ed Picard would also be willing to provide a lecture at the NEDIAI conference in the fall. He also knows of a few people who provide training: Karen Taylor out of Texas, and he also believes there is someone in Idaho and NY who give training.
- They will be holding a meeting of Forensic Artists on May 11th in Auburn. Ed will be making a flyer for this meeting and we will post it on our website and in the journal
- Ed Picard will be the contact person for the Forensic Artists
- Ed Picard was then invited to stay for the remainder of the meeting by Tim Burt.

Secretary's Report - Lisa Corson

- Motion by Emily Rice to approve minutes from Dec 11, 2007 meeting
- Second by Bill Appel
- Vote: all in favor, none opposed

- New member applications:
- Dan Reignier from Springfield MA PD – Recommended by Charlie Walsh
- Motion by Tim Burt to accept his application
- Second by Deb Rebeiro
- Vote: all in favor, none opposed

- Tim Burt mentioned that it would be good to hand out our member applications at the upcoming crime scene class being offered in NH at PS&T. Emily and Lisa can do that.

Treasurer's Report – Emily Rice

- There was little activity in the last month – just a journal cost payment
- Ending balance of the checking account = \$13,458.90
- Ending balance of the savings account = \$11,864.50
- We are still waiting on about \$1,000 that is outstanding from the conference

- Emily distributed a written report (see attached)
 - Do we want to raise membership dues based on the figures given by Emily in her report?
 - All of our costs are increasing
 - Do we want to raise our advertising rates?
 - Do we want to raise our conference rate?
 - Lisa Corson asked if we wanted to look at our IAI conference reimbursement policy (currently \$4000 total/ \$700 per person) and did we perhaps want to lower the total or reimburse registration fee only?

- Motion by Deb Rebeiro to increase membership dues to \$25.00/year – second by Von, vote taken – all in favor, none opposed
- Remaining suggested increases tabled for now
- Motion by Deb Rebeiro to accept the Treasurer's report, second by Paul Souza – vote taken – all in favor, none opposed.

Journal

- Kristen was not present to report at the meeting
- The latest journal was sent out in December

Website – Jason Covey

- It has been updated with the 2008 info – please check to be sure your contact info is correct
- Domain must be renewed in March at cost of about \$15.00 for the year
- Motion to approve this payment made by Lisa Corson
- Second by Emily Rice

Old Business

- All business with the 2007 conference has been wrapped up
- Our tax status:
 - We are not officially designated under 501c as a nonprofit organization with the IRS
 - Question was raised – Do we fall under the parent body (IAI)? Drew Webb believes that if we have our own tax ID number then we are our own entity
 - Emily and Lisa will check with the IAI and see what they do or if they can help
 - Lisa will double check with Ron Nelson
- Postage rates:
 - Kristen is supposed to be looking into non-profit postage rates
 - Since she is not present, Tim Burt made a motion to table the postage issue for now. Second by Paul Souza. Vote: all in favor, none opposed
 - Some one brought up bulk rate mail – could we use that instead? You do not need nonprofit status for bulk rate – you get a permit. Can it be done at more than one post office?
 - Lisa will look into bulk mail issue

CT Division

- They are interested in joining with us to some degree.
- They never belonged to the NEDIAI – that seems to be an urban legend floating around
- They were previously linked up with NJ and NY and holding joint conferences but it has not been working out. They are looking to hook up with us but keep their charter. They are willing to share conference expenses and step into the yearly rotation of hosting the conference. Would also like to put reference to the CT organization on their website.

- Much discussion about this followed, including a suggestion by Paul Souza to dissolve both charters and use the CT inception date to make a new charter. Alicia Wilcox suggested that we invite them to our next board meeting. Ed Downing pointed out that CT has a lot of resources in the speaker/lecturer area. Deb Rebeiro suggested that we just have them cohost the conference on a year to year basis.
- We would need to check with the IAI to see if we could keep the CT inception date if we did join charters but keep the name NEDIAI. Deb Rebeiro offered to check with IAI president Ken Martin on this.
- Tim Burt will invite Kevin Parisi and the CT president to our next face to face board meeting
- As far as this year's conference is concerned – if we offered to have CT co-host, would we
 - Offer their members to attend at the member rate?
 - Would we rather take one lump sum
 - Would we want them to become members of NEDIAI in order to attend at the member rate?
 - Should we ask them to share expenses and in return they could attend at the member rate?
 - Should we give them a reduced rate to the conference and in return ask that they either contribute towards the cost or supply speakers
- As far as the journal and website are concerned, would we charge them a fee and then allow them to piggy back onto ours?
- Drew Webb suggested that we charge CT \$20.00/member and this would then put them on our mailing list and they would receive a journal and could have a link on our website

New Business

- Committees:
 - By-Laws committee
 - Purpose: Suggest changes and updates that will be voted on by our next annual conference
 - Jason Covey – chair
 - Lisa Corson
 - Paul Souza
 - AFIS committee
 - Drew Webb – chair
 - Von Labare

- Deb Rebeiro
 - Wendy Cunningham (need to check with her to see if she is still interested)
- Training/Certification Committee
 - Purpose: Define what direction we want to go in with training, determine a way to fairly distribute training sponsorships and locate and bring training to our area
 - Emily Rice – chair
 - Bill Appel
 - Amy Duhaime
 - Alicia will find a ME representative
- Auditing and finance committee
 - Ed Downing – chair
 - Mark Zabinski
- Soliciting Donations
 - Tim Burt thinks we should start soliciting monies from larger companies for our conference
 - Tabled until we determine our non-profit status
- Website:
 - Jason will look into setting up a bulletin board on the site and report back at the next meeting.
 - Motion to post members names and agency on the website made by Tim Burt
 - Second by Ed Downing
 - Vote taken – 9 in favor, 4 opposed, 1 abstained
 - Motion passed
 - The approved meeting minutes will also be posted on the website
- 2008 NEDIAI Conference
 - Will be held at the NH Seacoast
 - One hotel cannot accommodate us (Hilton)
 - Sheraton is only hotel in area that can
 - The only other place would be the NE Conference Center which is not near anything
 - Pros of the Sheraton in Portsmouth
 - A very good location
 - The Hotel is very nice

- Easy to get to hotel – right off highway
 - Has a restaurant and bar inside the hotel
 - Offers an on-line conference management tool
 - Flexible in the meeting room set up
 - Will give us 2 nights stay to raffle
 - We get 1 free room for every 50 paid rooms
 - With the ballroom (which divides into 3 rooms) we also get a large foyer for our use
- Cons of the Sheraton
 - Dates – will have to hold it in December to get reasonable room rate
 - We must supply the AV equipment
 - It is \$800 per meeting room/ per day
 - Require a \$2000 non-refundable deposit
 - Initial discussion with them indicates a \$15,000 food minimum
 - Motion by Drew Webb for Tim Burt to negotiate a contract with the Sheraton which will be signed upon board approval. Second by Bill Appel. Vote – all in favor, none opposed
 - Discussion ensued regarding how to make the 2008 conference better for our vendors. Some suggestions:
 - Make the first day the keynote speaker in the am and leave the pm strictly for vendors
 - Reach out to the local colleges to get students to attend for a single day
 - Increase our raffle prizes, sell extra raffle tickets

Meeting adjourned at 1:10 pm