



California Association for Property and Evidence, Inc.
STATE ASSOCIATION OFFICE

Serving the Needs of Law Enforcement Property and Evidence Personnel

State Executive Board Meeting Minutes

Location: Bahia Resort, San Diego
Date: Saturday, September 11, 2021
Time: 0800 – 1700 hrs.
Attendees: Kim Carlson (**KC**), Mia Medlin (**MM**), Russ Tyndall (**RT**), Randy Carpenter (**RC**), Kim Cessna (**KCE**), Renee Hodges (**RH**), Dominic Sarabi (**DS**), Mark Lindbergh (**ML**), Christine Bair (**CB**) – via video conference

Meeting called to order at 0830 hrs. by **KC**

Discussion – Morning Session

Treasurer's Report

2021 Finances - introduced by **RC**. Board review of CAPE accounting as of 9/9/2021, including balance sheet, P&L statement, and individual chapter balance sheets.

Total CAPE Assets as of 09/09/2021 - \$120,051.31

Motion to approve treasurer's report by **ML**, second by **DS**. Approved unanimously.

Membership Report

RH reported 852 CAPE members, 104 lapsed memberships. **RH** additionally reported many agencies she personally knew of do not have CAPE representation and it is her goal to recruit those agencies for new members, especially those close to her location.

ML reports some emails being returned when emails being sent out to GLA chapter members. Discussion showed this can be due to lapsed memberships and changed email addresses.

The board discussed what our membership goals should be moving into the future. **KC** suggested efforts should be geared at membership maintenance as opposed to promotion and

recruitment of new members. While new members will always be welcomed, the board agreed working at maintaining our current membership base was preferred at this time, as opposed to concentrating on new member recruitment. **KC** advised it was important all new members continue to be contacted and given a welcome letter/packet from the state board.

Website

RT reported web storage space was near 60% full. Much of the content is old photos and documents from years past. **RT** suggested removal/archival of this old content no longer in use. Board agreed anything older than 1 year should be removed to make room on website. **RT** advised of inconsistent look across chapter pages and suggested all chapter pages be reworked to look the same for a more professional appearance and ease of use. The board unanimously agreed.

KC advised current chapter board members not correct for many chapters on website, with some chapters not voting new boards into place.

ML advised he is having bi-monthly chapter presidents' meetings on-line. Next meeting scheduled for September 22, 2021. **ML** states his main objective is getting the chapters where they need to be with their individual boards and providing a support system for them.

RT asked if incentives for persons serving on chapter boards would be feasible, monetary or otherwise. **MM** felt that any incentive given to someone for assuming a board position should be personal in nature, with the overall goal of encouraging involvement.

KC stated we have 5 chapters (indicated below) which have not held elections and/or which have incomplete chapter boards. **KC** advised she will draft a letter to those chapters reminding them what their responsibilities and requirements are under CAPE's bylaws. Correspondence to be signed by entire state board.

Chapters in need of immediate assistance identified as:

Alta
Inland
Central Coast
San Diego
Sierra Nevada

It was decided the state board would have a meeting with all chapter presidents/boards to discuss mandates, expectations and provide a path for success.

DS made a motion to have president's meeting to include all chapter presidents after Jan 1, 2022. Second by Kim Cessna. Unanimously approved.

Cameras:

RT states he has reviewed the MEVO cameras and had the opportunity to test their use. The cameras are okay, however will need to be upgraded at some point soon due to changing technology. Audio connectivity is a concern with existing mics. Speakers and instructors will need to have lavalier mics. **RT**'s personal wireless lavalier mic system works with MEVO cameras using iPhone, which can be used for immediate needs.

RT discussed the need to establish a goal for what we wanted to do with our current 3 MEVO livestream cameras. Suggested because we have not had a seminar in two years due to COVID and this would be our first seminar bringing cameras in, there would be many unknowns. Filming seminar classes for live streaming/later viewing may work great and may not.

RT recommended we use 2022 seminar as testing ground to determine feasibility of how recording video content at seminar goes and make future recommendations based on April's conference.

Round table discussion continued regarding cameras, specifically as it applied to paid vs. unpaid training content. **MM** suggested anything related to seminar should be paid as this is training content the membership has paid to see when they attend in person. It should not be offered for free. The board unanimously agreed.

Video Training Course update: **MM** advised three phases finished, one day recorded. **MM** reminded the board this was a draft only which needs to be refined. Training group expecting update from **MM** regarding state board meeting.

Board unanimously agreed content was good on rough draft. Unfortunately, when it was presented, it was shown towards end of on-line meeting and most board members could not view it in its entirety. **KC** suggested getting link to video for board review training video in full to provide feedback to the training committee.

RT advised a few minor technical issues which could be corrected through professional videography or through post-production editing. **RT** volunteered to assist **MM** with any technical/video recording of content which may be necessary.

Discussion - Afternoon Session (CB remote in via video conferencing)

CB expressed concern over number of registered conference attendees for upcoming seminar and expressed a need to get the numbers up. **KC** advised numbers okay at this time, however COVID could be playing a major part, as some departments are still not allowing travel due to the delta variant.

CB advised Debi Jensen still working on class/instructor confirmations, with no definitive information provided yet.

CB reports DOJ not doing any in person instruction currently, due to COVID.

MM Suggested giving Debi a hard deadline of October 1, 2021, for class and instructor confirmations.

ML volunteered to assist Debi Jensen in confirming classes/instructors.

CB advised it was her goal to have all instructors secured by the holidays.

CB confirmed that **ML** and **DS** will order all conference merchandise (i.e., hoodies, t-shirts, etc.). Included with merchandise order will be committee shirts and state board shirts. **ML** stated he would need to obtain sex/size info to assemble those personalized orders.

CB solicited help with seminar App. **RT** advised he would head up the App up for the conference. **MM** and **KCE** advised CAPE has used “Hello Crowd” and “Crowd Compass” for past seminars, both of which were successful platforms.

MM requested board review of Vendor registration form. Form was approved with new dates established. Board confirmed there would be a one-day Vendor Appreciation on Tuesday evening with a break-out session option purchase. **MM** volunteered to survey vendors on site to determine feasibility of more than one-day option for vendors at future conferences.

CB advised she was working on a “punch card” type system for the vendor night, where conference attendees could get all the vendors to sign off that they were visited by that attendee at their booth. Attendee could then submit that completed card for a raffle of a two-night stay at the Bahia Resort.

MM requested board review corporate sponsorship package. Current packet/pricing reviewed by board and approved. No pricing structure changes.

CB reported mid-week excursion finalization was still in progress. Person handling it before was no longer with the excursion company.

CB advised she would follow-up with hotel A/V to determine whether our equipment (projectors, microphones, etc.) could be used at their facility, with their equipment. Due to the age of our existing equipment and the potential for problems, the board decided to use the hotel A/V equipment and staff for everything to ensure a seamless experience for conference attendees.

MM requested assistance in creating a flyer for vendor appreciation night. **RT** volunteered to assist **MM** with the flier.

COVID-19 protocols - The board unanimously agreed to operate within local (San Diego County) guidelines at time of the conference. **RT** to update site with message about the COVID decision and link San Diego County Health Dept. on CAPE site. One week prior to conference, email to be sent to attendees advising of current covid precautions in place.

Roundtable discussion:

RT suggested using CAPE's Facebook page more, as it largely has appeared abandoned. The board also suggested using Instagram as well for social media. **KC** advised she would contact James to obtain the login credentials for Facebook, as it was believed he set the account up.

KC solicited input from all state board members on where they felt their talents were. Board Positions for remainder of term established as follows:

- KC** - President
- MM** - 1st VP
- RT** - 2nd VP
- CB** - Secretary
- RC** - Treasurer
- RH** - Director of Membership
- DS** - Director of Vendor Recruitment
- ML** - CAPE Chapter Coordinator
- KCE** - Director of Training

Meeting adjourned at 1709 hrs.