

**Minutes**

Secretary minutes accepted as printed.

**Treasurer's Report**

Current balance \$5073.38

Vendor checks to be deposited

\$200 from Ingersoll Rand as lunch sponsor

\$200 from Collins Electric as hospitality sponsor.

**Old Business:****A. Administrative Position Update**

Ad hoc committee consisting of John Pack (chair), Jesse Cashman, Sara Mulso and Curt Schmidt met to review the position.

Information regarding how this individual aligned with the strategic goals of the group was shared. This information is attached to the end of these minutes.

The next step is to create a job description

**Discussion**

-What would this person be paid per hour

-Could information shared be sent out?

-Should there be a focus on education and would this position take away from that.

-Would it be an external hire or would we consider internal candidate (part of the current group)

-How would this affect our tax exempt status

-Would there be costs associated with/and the expectation that this person would attend our meetings as well as the international

-Suggestion to explore if there may be a retired former non-profit employee who would volunteer; this would be less expensive as we would only have minimal expenses.

Thomas Maida was going to forward information

-It is clear that we need to have consistent record keeping

-Does this person need to have grant writing experience/ ability?

A position description will be prepared and presented to the group at the January meeting.

**B. Website -**

Ray Thrower was contacted regarding progress that Gustavas' IT department has made on the website. He said they hoped to have it up soon - it had to be completely redone.

Mike Mulso will be in touch with Deb Swanberg to see if it can be live by November 1<sup>st</sup>.

Follow-up and plan action steps at the next executive board meeting.

**C. Affiliate memberships -**

Current paid members include:

Collins Electric

AWC  
Aramark  
Ancon  
Law Enforcement Technology Group

#### New Business

##### A. Programming/Education Discussion

A survey was completed by members in attendance

These were collected by Lynette Raymond who is the chair of the professional development group.

We liked having a vendor consultant vs. a salesperson

##### B. June Meeting

-Due to the regional, could the June meeting become a 1 day meeting like we had done in 2005?

Jim Schumann will look into the contract to see if this is a possibility.

##### C. Regional Conference

###### Committee Areas

Vendors -Jesse Cashman and Curt Schmidt, co-chairs

Mark Hopler, Joel Jensen, Thomas Maida, Ben Schnabel

Registration -Suzie Dugan, Jen Furan and Lynette Raymond -chairs

Casey McCarthy, Marion, Pam Hoffmann, Chad (St. Olaf)

Hospitality - Jim Schuman and Sara Mulso, co-chairs

Chris Pflueger, Chad (St. Olaf), Carl Sorenson

Doorprizes - Shawn Vierzba and Mike Mulso, co-chair

Brandon (SJU)

###### Education -

Laura Goodman, Shirleen Hoffmann, Jen Furan, John Pack, Brandon (SJU)

- Education -could we save money on copies and handouts by preparing a conference CD
- Education -one day officer training was well received and should be considered again
- Education -could session be uploaded onto our website
- Education -ICS training could run concurrent to other training track
- Doorprizes -Need to find balance between what we want to do this year and what we can do next year
- Hospitality-portfolio was liked, can we look into something similar
- Hospitality -could cost of conference shirt be built into the registration cost?
- Hospitality -some liked the heavy hour devours that were done at the International as opposed to a banquet

- Hospitality –serve a plated dinner at banquet versus buffet
- Vendors-sell tickets to the vendor participants for meals
- Registration –can we keep cost at \$119?
- Hospitality –Carl Sorenson could look into a cost of bus for a trip to Duluth
- Hospitality- Fred Behr will help with a golf tournament and Mike Mulso will work on sporting clay opportunity
- Hospitality –should we consider having a fun run?

**F. Upcoming Meetings**

January 10 North Hennepin

April 13-16 Mid America Regional

Room Rates

\$74.90 Saturday

\$52.90 Sunday

\$49.90 Monday, Tuesday

March 22<sup>nd</sup> reservation deadline

April 1 –count for meal

June 12-13 Hinckley

Cut off is May 21<sup>st</sup>; Room rate is \$49.90 for double queen

Goal	Actions	Admin Secretary Role
Strong executive leadership.	Regular board meetings. Shared goals for the board. Clearly defined tasks for all committees. Develop and mentor leaders in the organization.	Schedule board meetings. Prepare agendas and briefing materials for board meetings at the direction of the President.
Build member base.	Maintain accurate member records. Maintain a list of potential members in MN and surrounding states.	Develop recruitment and marketing materials for members. Send marketing materials to members and track response. Maintain membership directory. Maintain web site for on-line membership and meeting/training registration information. Track attendance at meetings and conferences.
Build strong base of	Maintain list of potential	Process membership

affiliate members.	affiliate members. Recruit members to sponsor events.	applications. Send marketing materials to potential members and track response. Maintain affiliate membership directory. Maintain web site for on-line affiliate membership registration. Process sponsorship payments.
Be seen as "the source" for campus public safety information in MN.		Initial contact point for media and others.
Provide the highest quality and affordable training for higher ed public safety professionals and schools.	Timeline for meeting planning. Market research to determine member training needs.	Send meeting announcements. Process meeting registrations and collect payment. Process bills related to meeting. (Checks will require two signatures, the treasurer and one other board member.)
Advocate for higher ed public safety needs with the legislature and other government bodies.		
Increase member involvement in the association.		
Strong financial planning and management.	Develop an annual budget. Make a profit from conferences, training and events.	Track budget, developing budget reports for review by the treasurer and organization.