

NORTHERN CALIFORNIA APCO (NAPCO) Meeting Minutes  
February 7th, 2008



**Location**

Centennial Hall  
22300 Foothill Blvd  
Hayward, CA

**Host**

Desi Calzada, City of Hayward

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1. Registration/Sign In
2. Board of Directors Present: Calzada, Lee, Hagar, Andrews, Finster, Azevedo
  - Welcome / Pledge of Allegiance
  - Introductions - Attendees / Calzada read the sign in list
  - Thank you and information provided by our Vendor Meeting Sponsor; Doug Kerr; Carlson Wireless
  - Vendor 2-minute Info Sharing
  - **Treasure Report:** Currently up from \$84,254.99 in January to \$85,494.31 for February. The organization as a whole is now bonded. Marvin completed and has initiated the credit card option! This was the first meeting were credit cards are now being accepted! As per the conference call discussion on Tuesday; Marvin provided the cash flow document from 1/1/07-12/31/07. This document showed an overall total for the year of -1,728.79. It is imperative to notice the December training day, although approved by the board to accept a \$7,000 loss, provided a \$5,083.75 loss. Marvin reminded the constituents that the previous three years, the chapter had an average of \$3,000 profit and that was with supporting the travel expenses as outlined in the travel policy to support our President, Executive Council, Frequency Coordinator, Secretary and Treasure to APCO events.
  - **Secretary Report:** Motion (Desi) and second (Lee) for the meeting minutes and workshop minutes for January. The following new members were announced: Kelly Allred, *Kern County*, Glenn Blake-Lobb, *Kern County*, Tom Carrington, *Nevada County Sheriff*, David Cruise, *Golden Gate Bridge Hwy & Transportation District*, Paul Guillen, *San Bernardino Police Communications Department*, Jim Kirstein, *State of California, DGS* and Chuck Parker, *Sacramento County*.
  - **Executive Council Report:** Brent Finster; Brent asked to be considered for APCO life member. He submitted the paperwork to Tom Yerger who will verify his status. The board made a motion (Bill DeCamp) and second (Angela Azevedo) to process his paperwork once his status has been verified by the awards committee. The official EC report is located on page 3 of the Northern Californian newsletter. Brent would like to recommend supporting a candidate for 2<sup>nd</sup> vice Pres of APCO. There was discussion, and the consensus of the group was to *Not* endorse one candidate at this time, however, to invite the candidates to attend our meeting or participate in a conference call.



- Presentation: Desi Calzada reviewed highlights from the conference call (see end of meeting notes for conference call full details)
  - The budget committee (Lee, Hagar, Baker) are moving forward to create a balanced budget worksheet. The chapter activities will be divided into “core” and “discretionary” expenditures.
  - The awards committee will be working to attract participants for the coming up

#### Committee Reports

- **Awards:** Forms are due March 14 and a decision will be made by March 28<sup>th</sup> ; awards will be given at the winners work centers. National has six categories; the chapter will submit our winners to APCO for consideration.
- **Budget/Audit:** Lee will be updating the proposed changes that were discussed on Tuesday. He will be working with the by-laws committee in order to implement a change to the by-laws to define the “core” and “discretionary” expenditures. The committee is concerned that the Chapter approved expenses as outlined in the travel policy ( specifically for secretary and treasurer) are not a value to the Chapter; that if a handle of the travel expenses are not stopped, the chapter will not have any money left.

\*The president reminded the constituents that the annual conference is the setting for the Chapters to meet and attend several business meetings, as with the western regional conferences. APCO International staff has commented on the participation of NAPCO members attending the conferences because they not only participate in the business meetings, but also provide volunteer services and support for conference events and coordination.

\*Marvin reminded the constituents that the budget has been constant over the last several years and he does not anticipate NAPCO’s revenues to be negatively affected by the travel that has been utilized over the last three years. He suggests that the Board consider not having a loss on the training program by charging fees that cover the actual cost of the class to break even.

- **Commercial Activities:** Gasca for Sage; There is a date conflict with the San Ramon Marriott and we would propose to move the training/ table top a week later to December 17-19<sup>th</sup>. After discussion; the motion to move the date was made by Olivia and seconded by Brent. There was a motion by Olivia to reserve all 9 classrooms; a second by Brent.
- **Constitution/Bylaws:** Hagar; Updated by-laws will be brought to the April meeting in Sacramento.



**Key Note Speaker:** Clancy Priest, Deputy City Manager/Director of Information and Technology

- Meeting Adjourned at 12:00pm
- Frequency Coordination followed lunch

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### NAPCO Conference Call; Feb 5, 3:00-4:40pm

Participants: Randy, Desi, Marvin,, Ken, Ed, Lee, Scott, Brent, Chris, Olivia, Angela, Cheryl

Meeting was opened by Desi; meeting was not recorded;

- Welcome ; introductions
- Excused Absences for next meeting , Ken and Lisa and Chris
- Committee Discussion Items
- **Awards Update;** Desi is going to work on the letter to agency IT departments and dispatch centers for outreach participation; Ed will proceed to update website as Angela updates award page information. Deadline for NAPCO will be end of March;
- **Budget Update;** Lee, Hagar, Baker will update budget sheet with actual costs from last year with minor increases for 2008. The budget will be divided into “core” expenses and “discretionary” expenses. The core expenses are those that are required to run the chapter. Discretionary are items discussed and funded on case by case bases. (The core items and discretionary items are listed below.) The budget committee will create a plan to place a percentage of funds into categories, for future conferences, including the training conference, and other programs that is separate from “core” expenses. This item may or may not be ready for Thursday. There was discussion on why NAPCO travel budget was high for 2007. There was discussion on the approved travel per the travel policy. The policy states travel to the APCO annual conference and Western States Regional Conference is pre-approved by the BOD subject to the President determining that sufficient funds are available; The president, The Executive

**NORTHERN CALIFORNIA APCO (NAPCO) Meeting Minutes**  
**February 7th, 2008**



Council member, the secretary, the treasurer, the chair of frequency; if the chapter funds are inadequate to support all trips, the President should prioritize travel as the follows:

1. Travel by the Executive Council Member to meetings of the Executive Council.
2. Travel by the President to the APCO Annual Conference and the Western States Regional Conference.
3. Travel by the Chairman of the Frequency and Engineering Advisory Committee or his/her alternate to the APCO Annual Conference and the Western States Regional Conference.
4. Travel by the Secretary to the APCO Annual Conference and the Western States Regional Conference.
5. Travel by the Treasurer to the APCO Annual Conference and the Western States Regional Conference.
6. Travel by Retired Members serving in the offices of Secretary, Treasurer, or Chairman of the Frequency and Engineering Advisory Committee to Chapter meetings.

The Board of Directors may approve other travel as it deems appropriate.

- Budget Committee will prepare a proposal for bylaw/Constitution updates for items associated with Core/Discretionary disciplines including travel
- DRAFT Proposed Budget Categories for Core / Discretionary**

<b>Discretionary</b>
Travel for all other members
Training Conference /other programs

<b>Core</b>
Monthly meeting fees /Board Workshop Expenses
Door prizes
Travel for Pres
Travel for Exec
Board Workshop Expenses
Badges
Bonding Fees
Lifetime Chapter Dues
Frequency Advisor Associated Fees
Internet Hosting
Postcard Mailer
Postage/office supplies
Office software/hardware
Awards
Office Tax Prep/audit/Band fees

**ACTION:** Discussion led to a proposed motion for Thursday for a NAPCO 2008 balanced budget

- **Marketing Committee** will move forward with a banner for the podium

NORTHERN CALIFORNIA APCO (NAPCO) Meeting Minutes  
February 7th, 2008



- Desi will research reimbursement costs for mailing out the newsletter if the frequency coordination information was included; there was a possibility that AFC may allot a % cost return for the mailer expense.
- **Website Committee** will advertise CPRA training event on NAPCO site
  - Meeting schedule will be updated on website
- **Treasurer Update:** organization is bonded; credit cards can be accepted for all NAPCO business functions; monthly cost to maintain is \$35.
  
- **Meeting adjourned 4:40pm**