



NORTHERN CALIFORNIA APCO (NAPCO)

January 14, 2010

MEMORANDUM OF MINUTES

Location: Talley Communications, Sacramento, Ca
Board of Directors – Strategic Planning Meeting

The Board of Directors of the Northern California APCO (NAPCO) met in regular session in the Conference Room of Talley Communications, Sacramento, California, on Thursday, January 14, 2010, at 9:30 a.m., President Jim Lencioni presiding.

INTRODUCTIONS

President Lencioni thanked the current Board of Directors and gave his sincere appreciate to each Board Member for their commitment to NAPCO. President Lencioni explained the expectations of Board Members while reading from the Chapter By-Laws. President Lencioni further explained that Board Members must be active, and if they are missing for three months or more the Board may remove and replace such members. Director Calzada noted that due to the SGI the Chapter may need to amend the By-Laws to allow the Executive Council Representative to continue on the Board since the time terms do not match. The Board further discussed all Board Members attending the APCO Chapter Officer Training that is now available for free via the APCO Intl website.

REPORT ON TREASURER AND BUDGET

President Lencioni discussed the need to add Director Azavedo to the account so that two signatures would be maintained. Discussion surrounding obtaining the credit card transactions from Marvin from the December meeting so that they can be run as soon as possible. Director Overacker requested that December deposits be made in the next seven days. President Lencioni agreed and together with Director Andrews they will follow up with Marvin. and the motion carried.

REPORT ON CVENT

President Lencioni lead the discussion surrounding utilizing CVENT for member contact, further explaining that he had received feedback from other APCO and NENA chapters and that utilizing the service would likely result in 10-15% increases in meeting attendance. Director Blau suggested that a one year trial begin, with discussion among the Board that a lower cost solution or negotiating the costs lower with CVENT would be needed before moving forward. President Lencioni agreed to contact CVENT to discuss a 90 day trial or some other introductory offer so that the Chapter can trial it before making a one year commitment. President Lencioni will report on any developments by the following Chapter meeting and potentially to hold a vote to move forward.

REPORT ON THE DECEMBER TABLETOP EVENT

Representative Sage reported that he believed the event generated between \$1500 and \$3000 but that this was a preliminary estimate without having the full set of documents available. Director Blau add that the training event may have also generated \$3000 on its own. Representative Sage reported that he had received feedback that there were not enough member attendees and when looking at the paid lunch figures it appears to back up this feedback. Discussion among the Board that holding the event on a Friday may present a problem given the state furloughs and is likely contributing to the lack of attendance. Representative Sage believes the event needs better marketing and that the CVENT solution may solve this. Representative Sage further reported that if the Board wished to reduce costs for next year, a cold meal may help to reduce costs. Director Blau mentioned the sandwich bar supplied by the facility is very good and may be worth considering for next year. The Board discussed at great length various proposals to change the rules for door prize eligibility.

A motion was put forward to make the Tabletop event free to all attendees, only charge those who wish to attend the general meeting and lunch utilizing the wristband tracking, and change pricing as follows: pre-registration defined as any registration occurring prior to midnight December 6th would be charged \$20, and all standard registrations defined as any registration occurring after December 5th including at the door would be charged \$25. Attendees who pre-register would be eligible for a special door prize, however this offer is not extended to exhibiting commercial attendees.

(Motion Passed 11-0)

OPEN DISCUSSION ON MEETING AGENDAS

The Board discussed potentially changing the meeting format to include two keynote topics and possibly setting aside some time for an update on the various RICS projects.

A motion was put forward to change the structure to include member introductions, vendor introductions, a vendor presentation of no more than 30 minutes, 1 high level project status update from a RICS project member, a 15 minute break, the keynote speaker, then consent agenda followed by lunch.
(Motion Passed 11-0)

OPEN DISCUSSION ON MEETING SCHEDULE

The Board discussed the schedule and locations and potential conflicts with other chapters.

A motion was put forward to move all meetings to the 2nd Thursday starting from April
(Motion Passed 11-0)

The Chapter meeting schedule is now as follows:

January 21, 2010	Sacramento
February 18, 2010	Modesto/Tracy
March 18, 2010	San Jose
April 8, 2010	Auburn
May 13, 2010	Hayward
June 10, 2010	Cordelia
July 8, 2010	San Francisco-Presidio
September 9, 2010	Woodland
October 21, 2010	San Francisco-CAL NENA
November 11, 2010	Roseville
December 16, 2010	San Ramon

The Board discussed the joint meeting with CAL-NENA with discussion that NAPCO was not well represented in the past meeting. Discussion about contracting NENA to get NAPCO more integrated into the meeting with alternative speakers, and to contact Mary Pat Marshall to address the issues.

A motion was put forward to have President Lencioni attend the CPRA/NENA meeting March 1-5 in San Diego
(Motion Passed 11-0)

President Lencioni and Director Calzada will contact NENA to discuss the joint meeting issues.

REPORT ON TRAINING

Director Blau led the discussion and provided information that holding the training once a year during the Tabletop event may not as effective as quarterly training sessions. The Board discussed potentially moving toward a free training events for members.

A motion was put forward to eliminate trainings held during the December Tabletop, transitioning all training to quarterly training events in the following months for 2010: May, August, November, training to be free to all attendees, NAPCO providing lunch. Costs for holding the event subject to negotiations with training vendors,
(Motion Passed 11-0)

REPORT ON SGI

Director Calzada reported that changes to the By-Laws may be needed and that he would report back to Director Andrews on the wording after checking with APCOI Intl.

REPORT ON COMMITTEE ASSIGNMENTS

President Lencioni led the discussion on Committee assignments. All assignments made will be posted on the NAPCO website.

A motion was put forward to eliminate the Technology Interop Committee and that its duties be folded into the Standing Committee for Wire-line Interagency.
(Motion Passed 11-0)

REPORT ON WEBSITE

Representative Tobiaz reported on the ISP traffic and that future reports would be provided to the Board once per quarter. President Lencioni noted that it will be important to track the usage as we enter into a new web delivery method via CVENT or other for membership communications.

REPORT ON FREQUENCY COORDINATION

Representative Thomson reported that he was making efforts to have himself, Art McDole, and George Lowry meet to integrate the different sessions together. Further discussion that under the CALSIEC re-organization that both the Southern California and Northern California chapters are excluded and that Art believes that many of the issues that they plan on addressing should be vetted at the local chapters first.

Representative Thomson reported that new name tags were being worked on and they will be more generic for the hangars than in the past. The New name tags were not yet ready and are coming.

REPORT ON NEWSLETTER

Secretary Cruise reported that he had researched other chapters efforts related to newsletters and that most who do produce a newsletter do so on a quarterly basis. Secretary Cruise reported that while he is very interested in continuing to produce the newsletter and wishes it would be ready at least one week prior to the Chapter meeting, it was very difficult to locate content in time to produce it. Secretary Cruise suggested that it might serve everyone better to move the newsletter into a bi-monthly schedule so that content would be ready. Director Overacker believes that the Board should be responsible for generating the content and to ensure that Secretary Cruise receives the content in time. The Board will make a best effort to deliver the content to Secretary Cruise in time; however in the event he does not receive content, the newsletter will simply go out with a meeting notice.

OPEN FLOOR

Secretary Cruise requested that NAPCO serve as the accounting host for the 700 MHz funding, as the RPC currently does not have an account and that he did not wish to deposit such funding into his own account while acting as the Region Treasurer.

A Motion was put forward that NAPCO host the account on behalf of the Region 6 700 MHz RPC and track it as a separate line item.
(Motion Passed 11-0)

Director Calzada requested that the Board support him to teach a class at NENA on behalf of NAPCO – President Lencioni voiced his support.

ADJOURNMENT

All business having been concluded, the meeting was adjourned at 3:10 p.m.