

**Virginia Chapter of NENA
Meeting Minutes
October 19, 2007
Virginia APCO/NENA Fall Conference, Doubletree Hotel, Charlottesville, VA**

The meeting was called to order at 10:50 AM by Chapter President Rodney Gentry.

Rodney introduced the chapter's current officers.

Rodney noted that copies of the minutes from the spring conference were available for review and asked for a motion to accept the minutes as written.

A motion was made by Sam Keys to accept the minutes and seconded by Phil Heins. The motion passed without discussion.

President's Report

Rodney noted the chapter website (www.virginia-nena.org) designed and maintained by Scott Chandler and encouraged members to visit the site for access to information pertinent to the Virginia Chapter of NENA. He also encouraged members to join the chapter list serve at http://groups.yahoo.com/group/nena_virginia/ and noted that the list serve would be migrated to the web server in the next few months.

Rodney noted that efforts to incorporate the organization are currently on hold pending approval of the chapter bylaws. He noted that the bylaws must be up to date and submitted as a part of the incorporation approval process.

Rodney noted that the chapter currently has 218 members with 55 of those being new members who have joined the organization since January 1, 2007.

Treasurer's Report

Chris Knights, Treasurer, noted that copies of the Treasurer's report were available for review. He noted that, as of April 27, 2007, the chapter checking account had a balance of \$15,509.23. Since that date a total of \$4,652.68 has been deposited to the account and \$10,820.05 in expenditures (including a transfer in the amount of \$10,000 to a certificate of deposit) have been withdrawn from the account. The balance in the account as of October 19, 2007 was \$9,341.86.

A motion was made by Allan Weese to accept the Treasurer's report and seconded by Jim Davis. The motion was passed without discussion.

Committee Reports

VENA ENP Outreach Committee

Rodney noted plans to take the NENA ENP message to the Northern Neck and other such underrepresented areas within the state. Additionally, scholarships will be extended to individuals in these areas to encourage their participation.

Bylaws Committee

George Thomas distributed copies of the amended constitution and bylaws document for review. He noted that many of the proposed changes are required to align with the NENA bylaws. Additionally, he noted constitutional issues with the election last year that were related to delays in getting a full slate of officers which need to be addressed. George noted that he hoped that review and comment on the complete document could be accomplished during the coming months so that the complete document could be voted upon by the membership at the spring conference.

George noted the following changes to the document:

Constitution

- Art. I, Sec. 2.C – Remove section related to publication requirements
- Art. II, Sec. 1.1 – Change “Active Member” to “Public Sector Member” and “Commercial Member” to “Private Sector Member” (in accordance with NENA)
- Art. II, Sec. 1.3 – Addition of voting privileges for dispatchers
- Art. II, Sec. 1.5 – Retain “Life Member” rather than adopting NENA “Hall of Fame” designation
A comment was made by Craig Sheets to correct the section number to read 1.5.
Jim McDonnell questioned the classifications as they related to voting. It was noted that price of membership and access to training were two considerations related to the membership structure.
Wayne Campagna questioned the right of associate members to vote. George noted that he was comfortable striking that language and that he would check to determine the NENA policy.
Rodney noted that revisions to the document would be posted on the website.
- Art. III, Sec. 2.1 – Change “chapter publication” to “known Chapter and industry communications methods”
- Art. III, Sec. 2.5 – Allow the Executive Board to determine the election procedure if a full slate of officers is not presented 40 days prior to an election
- Art. III, Sec. 2.6 – Addition of special election procedures

Bylaws

- Art. I, Sec. 1.1 – Remove section, all applications are through NENA now
- Art. III, Sec. 1.1C – Addition of electronic mail
Jim McDonnell questioned whether the \$250 discretionary fund is ever used. It was noted that the fund was indeed used. A recommendation was made by the group to increase the amount of this fund to \$500.
- Art. III, Sec. 2.1 – Language for First Vice-President taken from NENA
- Art. III, Sec. 3.2 and 3.3 – Language regarding authority and duties of the Executive Board revised to include language from NENA
- Art. IV, Sec. 1.1 – Changes to appointment of nominating committee
- Art. IV, Sec. 1.2 – Language regarding regional committees struck and moved to Sec. 2 regarding special committees
- Art. IV, Sec. 1.3 – Changes to language regarding the Commercial Committee and private sector members since appointment is not necessary unless the Executive Board is made up of strictly public sector members
- Art. V, Sec. 1 and 2 – Changes is annual dues rates and payment schedule in accordance with NENA
- Art. VI – Remove section on official publication
- Art. VII, Sec. 1.4 – Amending resolution process with requirements of Sec. 1.2 and 1.3 required to be published and distributed to members 30 days prior to conference

Spring Conference Committee

Rodney noted that the Spring Conference would be held in Virginia Beach April 30 – May 2, 2008 with pre-conference activities being held on April 30.

Denise Johnson noted that Buster Brown would be in charge of the programs committee and that Chris Knights would be assisting him. Recommendations for programs will be posted to the website.

Denise noted the Sheraton Hotel will begin taking room reservations for the conference now and no deposit is required. Rates will be \$127 for oceanfront and \$87 for city view. The group will begin to lose rooms from the block in mid March. The hotel has been encouraged not to schedule other conferences during the same time.

Registration rates for the conference have been set jointly with APCO at \$75.00 for all conferences. It is planned that a plated lunch for the awards ceremony, two breakfast buffets and breaks will be provided. Thursday evening is scheduled for dinner on your own. Phil Heins noted that it was his understanding that all meals would be provided for participants at the conference. Jim Junkins noted that vendors have clearly indicated that they like to have a night available for them to take their customers out to dinner. Jim also noted that it is preferred that vendors take advantage of evenings scheduled for dinner on your own rather than choosing a night when dinner is provided to attendees. Wayne Campagna noted that dinner was primarily an issue at the Spring Conference since it was one night shorter than the fall conference.

Rodney noted that scheduling the awards presentation during lunch better meets the needs of those attending only the awards ceremony portion of the conference since it allows for travel during the business day. Rodney noted that plans for meals are still preliminary and that the plan would be revisited before being finalized.

Jim McDonnell noted that the rate increases have been questioned. He suggested that future rates increase in a trickling manner rather than maintaining the rate for a long period of time and then increasing it drastically.

Phil Heins noted that we need to publicize that the rate increase provides for inclusion of most meals.

Nominating Committee

Rodney noted that George Thomas is in charge of the nominating committee and that it was the intention of the committee to meet all deadlines so that the membership will have time for consideration. George noted that he expects to see a good increase in participation for both committees and elected positions.

New Business

Chapter Logo

Rodney noted that a new chapter logo had been designed by Denise Johnson. He noted that the logo had been approved by the Executive Board however he felt that the logo should be voted upon by the general membership.

Jim McDonnell noted that the chapter name should agree in the logo and the bylaws.

Wayne Campagna made a motion to have the organization officially be known as the "Virginia Chapter of NENA". The motion was seconded by Allan Weese. The motion was passed.

Wayne Campagna asked whether NENA requires that "911" be included in the logo. Rodney noted that they did not, however they do require use of the ™ symbol. Denise noted that "911" could be added to the design.

Rodney noted that the chapter intends to have shirts with the logo available at the Spring Conference.

NENA ENP Outreach

Rodney noted that the NENA ENP outreach programs would require funding in excess of the discretionary funding available to the Chapter President. He estimated that an amount not to exceed \$1,000 should be made available for the purpose of providing NENA ENP outreach and scholarship.

Jim McDonnell made a motion to approve for the Outreach Committee an amount not to exceed \$1,500 for use during the coming year (365 days) in providing NENA ENP outreach and scholarship. The motion was seconded by Sam Keys and passed by the membership.

Financial Statement Needs

Chris Knights noted that the Executive Board would like to have an accountant or CPA review the chapter's books as a means of verifying to the membership that the Board is being fiscally responsible.

Quotes for the work to be completed have ranged from \$900 to \$1,500 for work that would include a review of the previous 18 months of financial activity and a financial statement regarding the findings.

Jim McDonnell commented that the chapter should check with APCO regarding services and pricing since they have recently had similar work done. Jim also noted that the review should be done annually or every two years.

Rodney noted that it has been the intent of the chapter to accomplish this in the past but it has not been completed to date.

Jim McDonnell made a motion to proceed with the financial review to be completed prior to the Spring Conference. The motion was seconded by Buster Brown and passed by the membership.

New Business

None

NENA Update

Rodney noted that there would be a conference call on October 25, 2007 at 3 PM that would highlight upcoming and pending national legislation related to 911. The call will be hosted by Patrick Halley, Government Affairs Officer for NENA.

Rodney also noted the following upcoming events:

TDC/ODC Conference – January 20 – 23, 2008, Nashville, TN

National NENA Conference – June 7 – 12, 2008, Tampa, FL

APCO/NENA Winter Session – January 24, 2008, Henrico Training Center

APCO/NENA Spring Conference – April 30 – May 2, 2008, Virginia Beach, VA

Announcements

Rodney noted that the Virginia Tech Dispatch Center had been recognized at the 2007 National NENA Conference for their service during the Virginia Tech tragedy.

Tim Addington noted an interest in national courses and that he would be pursuing the subject. Rodney noted that he would check on the possibility of holding joint sessions.

The meeting was adjourned at 11:55 AM.