

EXECUTIVE BOARD

ERIN D. ELROD, ENP
PRESIDENT

DENICE MARRS
1ST VICE PRESIDENT

CRAIG SHEETS
2ND VICE PRESIDENT

SHEILA RAGAN
SECRETARY

JACKIE CARROLL
TREASURER

ALLAN L. WEESE, ENP
IMMEDIATE PAST PRESIDENT

VIRGINIA CHAPTER of NENA



<http://www.virginia-nena.org>

CHERYL BUCHANAN
DIRECTOR - REGION I

KAREN SMALLWOOD
DIRECTOR - REGION II

DERRICK RUBLE
DIRECTOR - REGION IV

KATHLEEN "KATIE" BOONE
DIRECTOR - REGION V

ALETA COLEMAN
DIRECTOR - REGION VI

TIFFANY CHAMBERS
DIRECTOR - REGION VII

2012 VA NENA Spring Conference Business Meeting May 18, 2012

Allan Weese called this meeting to order at 10:19.

Secretary's Report

The 2011 Fall Business Meeting Minutes are available on the website for viewing. Craig Sheets motioned to approve the minutes and it was seconded. All members were in favor. The floor was opened up for discussion and nothing was brought to the floor.

Treasurer's Report

We went over the treasurer's report which most of it I got last night. There is a membership rebate she talked about. Craig said a motion to accept and it was seconded. There is no discussion. We all approved.

Committee Report

Grants committee The chairperson is Allan Weese. Allan spoke about the wireless grant changing and advised membership that there were more PSAPS that signed up. In regards to the future of the grant program, he advised that there are some changes that are coming out for next year. He said the Wireless Board is voting on that for the next meeting, and in the next grant cycle, it will be discussed. The Wireless Board is concentrating on next generation and education. He suggested that PSAP's make sure that when the grant cycle comes around; everyone applies with your VITA rep, and ensures the paperwork is turned in.

Conference Committee The chairperson is Denice Marrs. She said that this was a successful conference. She advised the total attendees numbered 777; Dispatch track had 336, Management track had 247, Technical track had 132, and the Interoperability track had 62. This is the largest group we have had for a spring conference. She will be the conference committee chair next year. Erin Elrod reported that the "George Thomas Children's Memorial Fund" raised \$1142.00.

Bylaw Committee The chairperson is Allan Weese. He advised that this would be deferred. Changes have

been suggested and that will be covered under new business.

Membership Committee The chairperson is Erin Elrod. She reported that there are 162 members, 23 dispatchers and 45 ENP's. She is on the national NENA membership committee & there will be a survey coming out; she encouraged the members to please fill this out.

Election Committee The chairperson is Buster Brown. He advised that this will be deferred.

Regional Director Reports

Cheryl Buchanan is the Regional Director for Region 1; the Capital Region. Karen Smallwood is the Regional Director for Region 2; the Northern Region. Region 2 had their meeting on March 29th 2012 and it was not well attended. Karen reported that Prince William came. Derrick Ruble is the Regional Director for Region 4; the Southwestern Region. Derrick reported that their region was able to come together and network a bit. He explained that many jurisdictions in his region were experiencing massive budget cuts, and that many PSAP directors are dispatching now. Many consolidations are going on, and Derrick plans on teleconferencing for his meeting. Katie Boone is the Regional Director for Region 5; the Southeastern Region. Katie advised that they held their meeting but it was not very well attended. Aleta Coleman is the Regional Director for Region 6; the Western Region. Aleta advised that their meeting was April 3rd and it wasn't well attended. She was elected in this meeting. Region 3, which is the Central Region, does not have a regional director, and the board is looking for volunteers. Allan chimed in and said not to get discouraged just because attendance has been low. He advised that as more information gets out he expects there to be more communication. He suggested the possibility of regional picnics, or ideas similar in nature that would foster communication and networking.

Old Business

Virginia NENA had an audit. It cost \$400.00 everything was in order. The auditors went back three years. The auditor referred NENA to someone in Richmond for incorporation. In 2009 the net income was -\$5201.40. In 2010 the net income was -\$2038.14. In 2011, the net income was \$435.40 in the positive. Jackie reported that the biggest expenses are the conferences. This year they bonded the treasurer's. The treasurer's report will now be included in the minutes. Membership discussed this; it was seconded and Allan accepted the motion. Allan explained that the lawyer in Richmond specializes in non-profit organizations. He also stated that applying for 501(c) could take up to three months. This will put us in a tax-deferred status.

In reference to the ENP Study Group, Buster said that he spoke to Kay Carroll and there is no plan for an ENP study group. There are 45 in the state.

A few years ago, NENA passed a motion to offer scholarships for people who take and pass the ENP exam. They allotted enough funding to be able to do four individuals a year (providing they pass). More information is available on the website. It was explained that one will have to pay up front for the test but then they will be reimbursed.

Elections

The 2012-2013 Virginia NENA officers are as follows; President is Erin Elrod, the 1st Vice President is Denice Marrs, The 2nd Vice President is Craig Sheets, and the Immediate Past President is Allan Weese. The Treasurer is Jackie Carroll and the Secretary is Shelia Ragan. Cheryl Buchanan is the Regional Director for Region 1, the Capital Region. Karen Smallwood is the Regional Director for Region 2, the Northern Region. Derrick Ruble is the Regional Director for Region 4, the Southwestern Region. Katie

Boone is the Regional Director for Region 5, the Southeastern Region. Aleta Coleman is the Regional Director for Region 6, the Western Region.

Carol Adams made a motion Julie McKercher seconded it. Membership did not wish to discuss this matter, and everyone voted in favor of the new officers. Buster swore everyone in.

Transition from old president to new president

Allan handed over the plaque to Erin as president. Erin presented a plaque to Allan. Erin gave a little bit of background about herself. In 2005, Erin became a member of NENA. In 2009, Buster approached her about becoming more involved in NENA. She advised that she had three goals as the incoming Virginia NENA's president; 1) Incorporation, 2) strengthening the professional relationship between the NENA/APCO boards, having them work more closely together, and 3) getting more people involved.

New business

Committee Volunteers Bylaws and Nominations is Allan Weese and the Conference is Denice Marrs. There is currently no one volunteering for the following committees; Commercial, Membership, and Technology.

Bylaw changes Article III, Section 2, Subsection 2.2, details the deletion of the requirement for officers to be an ENP. Emily Totten moved to accept this and Julie McKercher seconded it. There was no discussion by the members, and everyone was in favor. Erin Elrod said it passed.

The second change dealt with Article IV Section 2, Subsection 2.6, and involved dividing the existing regions. Region 11 is now The Valley Region. This will consist of the Counties of Clarke, Culpeper, Fauquier, Frederick, Madison, Orange, Page, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren. Also included in Region 11 are the Cities of Fredericksburg, Harrisonburg, and Winchester.

The third change dealt with the same subsection and made Region VII the Northern Region, to include the Counties of Arlington, Fairfax, Loudoun, and Prince William. Region VII also will include the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

Allan Weese gave a motion to accept these changes. Craig Sheets asked if this separation mirrored the Virginia State Police, and Allan advised that it did. Denice Marrs seconded this motion. All membership was in favor.

Upcoming events

2012 NENA National Conference from June 9-14 in Long Beach CA

2012 APCO International Conference from August 19-22 in Minneapolis

2012 APCO/NENA/Interoperability Conference from October 23-26 at the Hotel Roanoke in Roanoke VA

Adjournment

Craig Sheets motioned to adjourn the meeting. Denice Marrs seconded this motion. This business meeting was adjourned at 10:58.

HARWOOD & ASSOCIATES
ACCOUNTING AND TAX SERVICE, INC.
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March 9, 2012

Virginia Chapter of the National Emergency Number Association
3131 Forge Road
Toano, VA 23168

Ms. Carroll & Mr. Weese:

As requested I have reviewed the financial documents for the Virginia Chapter of the National Emergency Number Association from January 2009 through December 2011.

My goal was to make sure that I tested a period of time prior to Ms. Carroll's taking over as treasurer to make sure that the income and expenses were appropriately accounted for. I can determine the income and expenses per the Bank of America account were clearly used for purposes laid out in the association's constitution and bylaws. I am attaching Profit & Loss Statements and Balance Sheets for the three years I have reviewed.

Furthermore, when Ms. Carroll took over as treasurer, I can verify all deposits shown on the bank statement with copies of the checks deposited. I would recommend to the association that this practice be continued.

We also discussed the issue of the incorporation of the association and in my opinion you should consult an attorney to help you with the incorporation and the application for non-profit recognition. I am not an attorney and there are legal intricacies to the incorporation and non-profit application process and I do not feel I am the best person to help you successfully navigate these complexities. I recommend Flora T. Hezel at 7204 Glen Forest Drive, Suite 110 Richmond, VA 23226, Telephone: 804-683-5775, www.hezel-law.com, flora.hezel@hezel-law.com to help you with this. In speaking with Ms. Hezel, she charges a flat rate of \$1250 to handle applications for recognition.

Should you have any questions in regards to my work on this project please feel free to contact me at 804-932-8571.

Sincerely,



Ashley T. Harwood

Enclosures

VA Chapter of the National Emergency Number Association
Profit & Loss
 January through December 2009

	Jan - Dec 09
Ordinary Income/Expense	
Income	
Investments	126.00
Other Types of Income	
Miscellaneous Revenue	76.88
Total Other Types of Income	76.88
Program Income	
Conference Reimbursement	-150.00
Membership Dues	73,901.00
Total Program Income	73,751.00
Total Income	73,953.88
Expense	
Bank Fees	
Chargeback	6.00
Return Check	75.00
Total Bank Fees	81.00
Contract Services	
Outside Contract Services	2,750.00
Total Contract Services	2,750.00
Operations	
Awards	188.03
Postage, Mailing Service	16.81
Scholarship Fund	26,485.28
Web Hosting	99.00
Total Operations	26,789.12
Other Types of Expenses	
Other Costs	450.00
Total Other Types of Expenses	450.00
Reimbursement Supplies	101.84
Travel and Meetings	
Conference Room Refund	758.84
Conference, Convention, Meeting	48,224.48
Total Travel and Meetings	48,983.32
Total Expense	79,155.28
Net Ordinary Income	-5,201.40
Net Income	-5,201.40

VA Chapter of the National Emergency Number Association
Balance Sheet
As of December 31, 2009

	<u>Dec 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	17,398.36
Total Checking/Savings	<u>17,398.36</u>
Total Current Assets	<u>17,398.36</u>
TOTAL ASSETS	<u>17,398.36</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	22,599.76
Net Income	<u>-5,201.40</u>
Total Equity	<u>17,398.36</u>
TOTAL LIABILITIES & EQUITY	<u>17,398.36</u>

VA Chapter of the National Emergency Number Association
Profit & Loss
 January through December 2010

	Jan - Dec 10
Ordinary Income/Expense	
Income	
Other Types of Income	
Miscellaneous Revenue	288.14
Total Other Types of Income	288.14
Program Income	
Membership Dues	62,018.43
Total Program Income	62,018.43
Total Income	62,306.57
Expense	
Bank Fees	60.00
Contract Services	
Outside Contract Services	484.00
Total Contract Services	484.00
Operations	
Awards	105.69
Educational Fund	4,130.00
Scholarship Fund	1,195.00
Supplies	207.95
Web Hosting	99.00
Total Operations	5,737.64
Other Types of Expenses	
Insurance - Liability, D and O	180.50
Total Other Types of Expenses	180.50
Reimbursement Supplies	780.00
Travel and Meetings	
Conference Room Refund	34.72
Conference, Convention, Meeting	57,004.01
Travel	63.84
Total Travel and Meetings	57,102.57
Total Expense	64,344.71
Net Ordinary Income	-2,038.14
Net Income	-2,038.14

VA Chapter of the National Emergency Number Association
Balance Sheet
As of December 31, 2010

	<u>Dec 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	15,360.22
Total Checking/Savings	<u>15,360.22</u>
Total Current Assets	<u>15,360.22</u>
TOTAL ASSETS	<u>15,360.22</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	22,599.76
Unrestricted Net Assets	-5,201.40
Net Income	-2,038.14
Total Equity	<u>15,360.22</u>
TOTAL LIABILITIES & EQUITY	<u>15,360.22</u>

VA Chapter of the National Emergency Number Association
Profit & Loss
 January through December 2011

	Jan - Dec 11
Ordinary Income/Expense	
Income	
Program Income	66,069.16
Total Income	66,069.16
Expense	
Bank Fees	83.92
Charitable Donations	200.00
Contract Services	
Outside Contract Services	484.00
Total Contract Services	484.00
Facilities and Equipment	43,824.81
Operations	
Awards	710.76
Educational Fund	2,285.00
Postage, Mailing Service	89.47
Supplies	754.00
Web Hosting	99.00
Total Operations	3,938.23
Other Types of Expenses	
Insurance - Liability, D and O	361.00
Total Other Types of Expenses	361.00
Reimbursement Supplies	375.00
Travel and Meetings	
Conference Room Refund	3,148.07
Conference, Convention, Meeting	10,218.73
Travel and Meetings - Other	3,000.00
Total Travel and Meetings	16,366.80
Total Expense	65,633.76
Net Ordinary Income	435.40
Net Income	435.40

VA Chapter of the National Emergency Number Association
Balance Sheet
As of December 31, 2011

	<u>Dec 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Bank of America	0.10
Old Point	15,795.52
Total Checking/Savings	<u>15,795.62</u>
Total Current Assets	<u>15,795.62</u>
TOTAL ASSETS	<u>15,795.62</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	22,599.76
Unrestricted Net Assets	-7,239.54
Net Income	435.40
Total Equity	<u>15,795.62</u>
TOTAL LIABILITIES & EQUITY	<u>15,795.62</u>