

Florida Chapter Association of Inspectors General

November 8, 2011 Board Meeting

Quorum assembled

In attendance:

Bob Clift, President
Al Dennis
Annette Cohen
Cecil Bragg
Dawn Case
Jerry Chesnutt
Sheryl Steckler
Melinda Miguel

Absent:

Maja Parcinski
Chuck Faircloth
Patra Liu

Prior to the Board Meeting, President Bob Clift provided the Board members with an agenda, as follows:

Next Tuesday, 11/8, is our Chapter Board Meeting date. The time as now scheduled is 11:00 to 12:30. We can have it here in our conference room on the third floor of the Rhyne Building if that works for everyone. We have enough time to adjust the start if anyone has a conflict. Let me know your availability please.

I know now that we'll want to discuss the following items:

- The Fall 2012 National conference that the Chapter is hosting jointly with Hector Collazo, Inspector General, Pinellas County Clerk of Courts. I'm planning to get Hector on the phone to talk to us about his progress to date and what support he anticipates needing from the Chapter.*
- I also want us to discuss the upcoming Chapter training. As you know, we have Eric Miller scheduled to conduct a class here in Tallahassee at FDLE on November 15th on Advanced Investigative Topics. He'll be presenting the same material in Broward County on November 17th. We should have this information posted (with registration instructions) on the Chapter web site in the next two days (I plan to send an email with a link to the registration site to our membership list).*
- It's time for us to plan our holiday reception as well. At our meeting, I hope to get consensus on a date, time and budget.*

- *I also think we need to address our email address list now that the annual renewal period has come to a close. I'd like us to always invite each of our members, but also invite the FIGES list that aren't currently members. I know from some recent experience, the list that we're using still may not be complete. I'd like us to go into the New Year with the most accurate list of people to invite to Chapter events as we can get. Jerry, I think you have the best way to get current member data from the Association, can you do that please.*
- *Melinda, could we ask you to provide us all with an update of the recent Board and Exec Committee meetings and highlights of the Williamsburg Conference please.*

These minutes are a synopsis of the meeting:

New Business:

Training Coordinator Sheri Gerety announced to date that there were 88 reservations and 12 vacancies in Tallahassee (FDLE location) on November 15, 2011, and there were 39 reservations and 6 vacancies in Broward County on November 17, 2011, for the upcoming training, Advanced Investigative Techniques, presented by Eric Miller, Inspector General, Agency for Health Care Administration.

Sheryl Steckler agreed to provide the hospitality trays/beverages for the Broward training. For the Tallahassee venue, Bob Clift offered to provide doughnuts and Dawn Case agreed to provide fruit. It was also discussed that FDLE would offer coffee in their coffee urns; Al Dennis said he would check all supplies needed for coffee [for the Tallahassee training]. Al Dennis said that, as usual, he would appreciate a sign-in list for the FDLE reception, prior to the Tallahassee training. Bob Clift reported that Mr. Miller is prepared and ready to train. The FCAIG would reimburse the board members providing the hospitality refreshments. Cecil Bragg motioned to approve the hospitality refreshment reimbursements and Dawn Case, seconded the motion. All members were in favor.

Bob Clift reported that the plans for the Fall 2012 Conference in Clearwater, Florida, were in progress. Hector Collazo, Inspector General, Pinellas County Clerk of Courts, is working to secure a hotel for the conference and for the Spring 2012 CIGI and CIGA Institutes. Clift reported that Collazo had considered the Clearwater Hilton as a location for Fall 2012, but there were no commitments or contracts, to date.

Annette Cohen reported that she had contacted Paul Harvey, Administrator, Capital City Country Club (CCCC) regarding the TCAIG December holiday gathering. The Board discussed options for the holiday gathering, based on the CCCC's prices for a late afternoon time frame. It was decided that *if* the CCCC would offer the same fee per person for our usual lunch time costs, beginning at 11:30 a.m., the Board would hold the holiday gathering at the Club and pay the cost of each member's lunch. Cohen agreed to contact Mr. Harvey again with the Board's proposal. Al Dennis motioned to approve and Cecil Bragg, seconded the motion. All members were in favor.

Jerry Chesnutt agreed to work with Bob Clift on securing the most accurate list of people to invite to Chapter events, by importing the FIGES list and eliminating duplicates (keeping the entry with the most current email address) and come up with:

1. a composite list IG community/Chapter membership list, and
2. a current membership list.

Melinda Miguel reported on the highlights of the Williamsburg, VA Conference, held in October 2011. Miguel reported that she believed it was the most successful conference to date. She said there were 170 attendees, with speakers from state, federal, and local government. She said she attended the Conference Board Meeting, Executive Committee Meeting and the Strategic Planning Meeting. As part of the conference, there was a celebration with a cake cutting ceremony as it was the 15th anniversary of the formation of the Association of Inspectors General. Miguel reported that her immediate concerns were to ensure there are adequate internal controls to protect the Association's treasury. Miguel reported that she will continue to monitor the treasury function.

Jerry Chesnutt reported that the TCAIG's treasury will have over \$20,000 in the bank, with the pending National Association's deposit for 2011 renewal memberships.

Old Business:

None

Adjournment:

Al Dennis motioned to adjourn. Melinda Miguel, seconded the motion. All members were in favor.

Meeting adjourned at 12:24 p.m.

Signed by, Annette Cohen for Secretary Maja Parcinski