



Texas Chapter of the Association of Public Safety Officials International

Texas APCO Meeting Minutes

February 16, 2022

President: Cindy Bridges  
President Elect: Roderick Jackson  
1<sup>st</sup> Vice President: Shantelle Oliver  
2<sup>nd</sup> Vice President: Robbie McCormick  
Treasurer: Lauren Lybrand  
Secretary: Amanda "Mandi" Jones  
Executive Council: Greg Ballentine  
CCAM: Beth English, Dustin Alexander  
Immediate Past President: Jeremy Hill

Present: Cindy Bridges, Roderick Jackson, Shantelle Oliver, Beth English, Jeremy Hill, Mandi Jones, Lauren LyBrand, Greg Ballentine

Absent: Dustin Alexander, Robbie McCormick

**Call to Order**

President Cindy Bridges calls the meeting to order at 10:06 am.

**Accept the Minutes**

Minutes will be discussed at a later meeting.

**Financials**

Lauren emailed all board members a proposed budget report on Feb 15th, but not the financial report. (see end of minutes) There is nothing pending. Cindy wants to hold a special meeting to go over budget on Feb 23, 2021. There is \$8,000 set aside for training. Lauren has emailed Bailey from APCO for the upcoming training to see how it can be paid for. She is waiting for a reply.

**Old Business**

Training: Bullying in the Com Center is set to be March 25<sup>th</sup> at the North Central Communications 9-1-1 District, provided by APCO. The contract has been signed. They will create their own flyer.

Membership: The awards for the conference have been ordered.



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Updates from the President: Cindy has ordered Chap Stick and luggage tags with the TX APCO log for the conference. She has also ordered the president award and separate award. The cost was \$189.

Totes of hope: Cindy has purchased the totes. The contest for a logo design has begun. Currently, there are 3 entries. Cindy will bring the totes to the conference to let the membership see what they look like. We'll have sample items so everyone can see what it looks like put together. We can use that to garnish donations for items that go in. Ideally, the totes can be dispersed to board members at the spring conference, so they will be all over the state and available to deploy wherever they are needed.

2021 awards- All the supervisors of the winners have been contacted. Mandi is working on a presentation video to post nominees to be shared on social media.

Fall Conference: An Austin hotel review is set for March 4, 2022. Fall conference planning will begin right after the conclusion of the spring conference.

Sponsorships: The agency that was interested in sponsor information on our website has dropped off. The sponsors that were promised advertising on our TXAPCO website are currently on it.

Silent Auction: We still need items for the silent auction at the conference. Cindy has gathered various items. She emailed city chambers in her area with information about the conference and what she needed. Each chamber was generous with donations.

Past Presidents Luncheon: It will be at the Hilton. Greg says they currently have 10 registered.

Conference shirts: Kelle Hall passed out the denim shirt sample at the Galveston meeting. One was ordered for everyone. Members are not required to wear them, but suggested to.

National APCO Conference: Early bird registration deadline is April 4. Let Lauren know if you want to go so she can register. The conference is in Anaheim CA. Cindy plans on going.

Bag stuffing for the spring conference is scheduled for April 2<sup>nd</sup> at 1300. Cindy will be there. We need to be there. Its high visibility. We need to get that done quickly. It takes about an hour.

### **New Business**

Scholarships: In 2019 Tx APCO had a scholarship for someone to attend the spring conference. Jeremy said we have done scholarships in the past, but it has not been done on a yearly basis. The current limit in the budget is \$500. That can be modified if needed. The cost of attendance for the fall conference registration is less than the spring conference. A fall scholarship would be cheaper and go further. We



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would need at least \$1000 scholarship for a spring conference. Shantelle suggests a scholarship to cover the cost of registration for both the fall and spring conferences. Beth suggests we cover hotel and travel also. She also suggests TX APCO creates the scholarship to cover up to \$X amount, or reimburse up to X amt. Beth suggests we pay for it, but have a system of checks and balances. Beth thinks \$2,000. Beth makes motion to budget 2K for someone to attend spring conference, and she makes a motion for a different unknown amount for the fall conference. Roderick asks if we pay for anything for award winners? Currently we do not. The TX NENA pays the for 1 night's stay and the conference registration of the night before the conference and one night hotel so they can attend the Tues night networking party and wed registration. Roderick adds he has previously applied for an RPL scholarship, and APCO gave him \$500. He had to pay the remaining out of pocket. Our TX APCO budget does have a surplus of money due to COVID cancelling events. The Fall conference is solely for training whereas the spring conference is more fun/networking and training. Scholarships are better utilized for the fall conference. The spring should get a portion of the amount. The fall conference registration money would cover more actual training. Shantelle suggests we insure we keep money stable and not start something we cannot sustain. Lauren is leery to commit to cover all hotel stays for all the award winners. Cindy suggests we continue with what we have in place currently for the 2022 conference-to not cover any costs for the award winners. It would be best for the next TX APCO Board to decide to make changes. Cindy suggests we table the scholarship discussion and re- address it in an upcoming meeting.

*National Awards:* We need nominees for national awards.

Roderick motions to adjourn. Shantelle seconds it.

Meeting adjourned at 1056 am.



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9:16 AM

02/15/22

Cash Basis

**TX APCO**  
**Profit & Loss Budget Performance**  
 June 2021 through February 2022

	Jun '21 - Feb 22	YTD Budget	Annual Budget
<b>Income</b>			
Uncategorized Income	4,666.70	4,666.70	28,000.00
500-100 · Job Postings	50.00	50.00	300.00
500-101 · TX Public Safety Joint Conf	3,333.30	3,333.30	20,000.00
500-102 · National Member Dues	2,833.30	2,833.30	17,000.00
500-103 · Fall Conference			
TX NENA Fall Conference Income	0.00		
Total 500-103 · Fall Conference	0.00		
500-104 · TX APCO Booth Sales	50.00	50.00	300.00
500-105 · Sponsorships			
TNO Sponsors			
TNO Registrations	200.00	200.00	1,200.00
TNO Sponsors - Other	0.00		
Total TNO Sponsors	200.00	200.00	1,200.00
Total 500-105 · Sponsorships	200.00	200.00	1,200.00
500-106 · APCO National Conference Host	0.00		
<b>Total Income</b>	<b>11,133.30</b>	<b>11,133.30</b>	<b>66,800.00</b>
<b>Expense</b>			
Insurance	125.00	125.00	750.00
500*101 · Joint Public Safety Conference			
Appreciation Gifts	83.30	83.30	500.00
Awards	500.00	500.00	3,000.00
Board Dinner	83.30	83.30	500.00
Board Travel and Hotel			
Board Registration	266.70	266.70	1,600.00
Board Travel and Hotel - Other	666.70	666.70	4,000.00
Total Board Travel and Hotel	933.40	933.40	5,600.00
Total 500*101 · Joint Public Safety Conference	1,600.00	1,600.00	9,600.00
500*103 · Fall Training Conference			
Door Prizes	83.30	83.30	500.00
500*103 · Fall Training Conference - Other	500.00	500.00	3,000.00
Total 500*103 · Fall Training Conference	583.30	583.30	3,500.00
500*106 · National APCO Conference			
National Conf Give Aways	233.30	233.30	1,400.00
Board Conference Registration	516.70	516.70	3,100.00
Board TravellHotel	1,250.00	1,250.00	7,500.00
Board Dinner	83.30	83.30	500.00
Texas Night Out	166.70	166.70	1,000.00
Door Prizes	83.30	83.30	500.00
500*106 · National APCO Conference - Other	0.00		
Total 500*106 · National APCO Conference	2,333.30	2,333.30	14,000.00
500*107 · Misc Texas Travel	83.30	83.30	500.00
500*109 · Political Action Committee	83.30	83.30	500.00
500*110 · Board Meetings			
Board Travel and Hotel	333.30	333.30	2,000.00
Board Meals	83.30	83.30	500.00
500*110 · Board Meetings - Other	416.70	416.70	2,500.00
Total 500*110 · Board Meetings	833.30	833.30	5,000.00
500*111 · Scholarship Fund	83.30	83.30	500.00
500*112 · Life Members	50.00	50.00	300.00



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9:16 AM  
02/15/22  
Cash Basis

**TX APCO**  
**Profit & Loss Budget Performance**  
June 2021 through February 2022

	Jun '21 - Feb 22	YTD Budget	Annual Budget
500*114 · Bank Fees			
Merchant Services	166.70	166.70	1,000.00
<b>Total 500*114 · Bank Fees</b>	<b>166.70</b>	<b>166.70</b>	<b>1,000.00</b>
500*116 · Webservices	833.30	833.30	5,000.00
500*117 · Operating Expenses			
General Office Supplies	166.70	166.70	1,000.00
Postage	50.00	50.00	300.00
Software	0.00		
<b>Total 500*117 · Operating Expenses</b>	<b>216.70</b>	<b>216.70</b>	<b>1,300.00</b>
500-118 · Training by APCO	1,333.30	1,333.30	8,000.00
500*119 · Donations			
Totes of Love	83.30	83.30	500.00
TERT	166.70	166.70	1,000.00
Benevolence	333.30	333.30	2,000.00
<b>Total 500*119 · Donations</b>	<b>583.30</b>	<b>583.30</b>	<b>3,500.00</b>
500*120 · Taxes			
Auditor	133.30	133.30	800.00
500*120 · Taxes - Other	125.00	125.00	750.00
<b>Total 500*120 · Taxes</b>	<b>258.30</b>	<b>258.30</b>	<b>1,550.00</b>
500*121 · Executive Council	83.30	83.30	500.00
<b>Total Expense</b>	<b>9,249.70</b>	<b>9,249.70</b>	<b>55,500.00</b>
<b>Net Income</b>	<b>1,883.60</b>	<b>1,883.60</b>	<b>11,300.00</b>



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10:45 AM  
12/09/21  
Cash Basis

**TX APCO**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

	Jan - Dec 21	Budget
<b>Income</b>		
Uncategorized Income	1,036.31	
500-100 · Job Postings	500.00	400.00
500-102 · National Member Dues	16,084.18	10,000.00
500-103 · Fall Conference		
TX NENA Fall Conference Income	0.00	1,000.00
<b>Total 500-103 · Fall Conference</b>	<b>0.00</b>	<b>1,000.00</b>
500-104 · TX APCO Booth Sales	370.00	500.00
500-105 · Sponsorships		
TNO Sponsors		
TNO Registrations	1,200.00	
TNO Sponsors - Other	29,700.00	15,000.00
<b>Total TNO Sponsors</b>	<b>30,900.00</b>	<b>15,000.00</b>
<b>Total 500-105 · Sponsorships</b>	<b>30,900.00</b>	<b>15,000.00</b>
500-106 · APCO National Conference Host	10,000.00	22,500.00
<b>Total Income</b>	<b>58,890.49</b>	<b>49,400.00</b>
<b>Expense</b>		
Insurance	732.00	750.00
Uncategorized Expense	1,137.76	
500*101 · Joint Public Safety Conference		
Appreciation Gifts	301.81	1,000.00
Awards	3,180.01	3,000.00
<b>Total 500*101 · Joint Public Safety Conference</b>	<b>3,481.82</b>	<b>4,000.00</b>
500*103 · Fall Training Conference		
Door Prizes	0.00	500.00
500*103 · Fall Training Conference - Other	0.00	3,000.00
<b>Total 500*103 · Fall Training Conference</b>	<b>0.00</b>	<b>3,500.00</b>
500*106 · National APCO Conference		
National Conf Give Aways	1,419.00	
Board Conference Registration	2,913.00	3,100.00
Board Travel/Hotel	8,143.38	7,500.00
Board Dinner	252.58	
Texas Night Out	31,749.82	1,000.00
Door Prizes	0.00	500.00
500*106 · National APCO Conference - Other	0.00	10,000.00
<b>Total 500*106 · National APCO Conference</b>	<b>44,477.78</b>	<b>22,100.00</b>
500*107 · Misc Texas Travel	1,590.94	500.00
500*109 · Political Action Committee	0.00	500.00
500*110 · Board Meetings		
Board Travel and Hotel	2,096.99	
Board Meals	447.98	
500*110 · Board Meetings - Other	0.00	5,000.00
<b>Total 500*110 · Board Meetings</b>	<b>2,544.97</b>	<b>5,000.00</b>
500*111 · Scholarship Fund	0.00	500.00
500*112 · Life Members	288.00	500.00
500*114 · Bank Fees		
Merchant Services	924.50	700.00
<b>Total 500*114 · Bank Fees</b>	<b>924.50</b>	<b>700.00</b>
500*116 · Webservices	3,980.90	5,000.00



Texas Chapter of the Association of Public Safety Officials International

10:45 AM  
12/09/21  
Cash Basis

**TX APCO**  
**Profit & Loss Budget vs. Actual**  
January through December 2021

	Jan - Dec 21	Budget
<b>500*117 · Operating Expenses</b>		
General Office Supplies	1,359.50	700.00
Postage	-370.20	700.00
Software	725.24	650.00
<b>Total 500*117 · Operating Expenses</b>	<b>1,714.54</b>	<b>2,050.00</b>
<b>500*119 · Donations</b>		
TERT	651.02	1,000.00
Benevolence	1,595.06	1,400.00
<b>Total 500*119 · Donations</b>	<b>2,246.08</b>	<b>2,400.00</b>
<b>500*120 · Taxes</b>		
Auditor	700.00	700.00
500*120 · Taxes - Other	700.22	700.00
<b>Total 500*120 · Taxes</b>	<b>1,400.22</b>	<b>1,400.00</b>
<b>500*121 · Executive Council</b>		
	0.00	500.00
<b>Total Expense</b>	<b>64,519.51</b>	<b>49,400.00</b>
<b>Net Income</b>	<b>-5,629.02</b>	<b>0.00</b>