



Texas Chapter of the Association of Public Safety Officials International

Texas APCO General Meeting Minutes

July 14, 2022

President: Roderick Jackson
President Elect: Shantelle Oliver
1st Vice President: Kellie Hayney
2nd Vice President: Tamara Bell
Treasurer: Lauren Lybrand
Secretary: Amanda "Mandi" Jones
Executive Council: Jeremy Hill
CCAM: Beth English, Dustin Alexander
Immediate Past President: Cindy Bridges-Logan

Present: Roderick Jackson, Shantelle Oliver, Kellie Hayney, Tamara Bell, Lauren LyBrand, Mandi Jones, Beth English, Cindy Bridges-Logan, Dustin Alexander, Jeremy Hill

Call to Order

President Roderick Jackson called the meeting to order at 1:05 pm.

Approval of agenda

Mandi made a motion to approve the agenda. Shantell seconded the motion.

Approval of Minutes

Beth advised of a correction for June's meeting minutes. Beth made motion we pay for lodging and registration but the motion was for pay up to \$2,000 for lodging, registration, and travel. Mandi will correct the June minutes. Shantelle made a motion to approve the minutes with the correction. Lauren seconded the motion.

Treasurer Report

Lauren reported TXAPCO is approved to take money. Lauren has received the conference bill, but has not had a chance to go through it with Kelle Hall. The NENA hotel rooms were put on our card for Arlington. She's trying to get that corrected. She has talked to Cindy McGraw and Rosemary Contreras with NENA, and they're going to mail a check for their part. The Sammye Cotton donation is ready to be given.



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Guest Speaker

Richard Erickson, chair of the National PROCHRT Committee spoke about starting a PROCHRT committee in Texas. The issues for the PROCHRT committee include human resources and training. He wants to work along side TNT. The Facebook page Teammates in Action is being utilized to share positive information as well as legislative updates. Rick is hoping to start the committee with TNT and TXAPCO. He wants to be inclusive with fire and ems dispatch. Richard mentioned Texas was the first to recognize telecommunicators at first responders, but we were behind in the licensing of telecommunicators. That had a lot to do with focus on peach officers. A PROCHRT committee could help with legislative issues like this by utilizing 9-1-1 goes to Austin and Washington.

New Business

PROCHRT Committee: Roderick would like at least one Board member to be on the PROCHRT committee. Board members will think it over.

Roderick Jackson in a new position: Roderick has accepted the communications manager position in Baytown, Tx. His last day at Houston will be July 25.

Old Business

TXAPCO Scholarship Website Info: What exactly we want posted on our website. Mandi suggests making it very clear cut and easy to explain. Beth suggests we add the rules. Shantelle says it should be easy to create. Beth suggests naming the scholarships The Spring Conference Scholarship and the Fall Conference Scholarship. Beth will write it up and send it to Shantelle. Beth suggests having something on the home page that says "we have scholarships" to get viewers' attention. We need to advertise them. Roderick says there is a tab for scholarships, but once u click on it it's a little confusing. There is a form, but u have to download it. It's in our policy manual as well. The criteria for the Sunshine fund is there, but there is not much information about the scholarships available. Beth will look it over, and send it out to approve. Tamara suggested sending email blasts to notify the membership the scholarships are available and how to access the information.

Bylaws and policy manual recommendations: Board members have not had a chance to review them. Roderick suggested tabling this until the next meeting. He does want each Board member to review them by the next meeting.



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International Conference in Anaheim:

Texas Night Out: Cindy advised everything is booked for the venue. We need to advertise to come early because people will need to go through security. Each person will need to bring their own socks. As of Mon or Tues there were 35 people registered. Cindy expects that number to increase. Cindy does not have door prizes as of now; she suggests we ask sponsors if they want to bring anything they want to hand out. We could get some gift cards to hand out throughout the night. Board members need to arrive early to welcome people. Try to be there around 6:30. Roderick wants all Board members to be present to promote the Texas chapter.

Volunteering: Roderick wants Board members to volunteer as much as possible.

Distinguished Breakfast: Lauren registered all Board members.

TXAPCO Board Dinner: Roderick will make a reservation for 15. Let him know ASAP if you're bringing a guest. Dinner will be at McCormick and Schmick's Grille on W Kotella Ave.

Shirts: Cindy will have TXAPCO shirts at the conference.

Fall Training Symposium: If people volunteered should we offer free registration for the next conference? IE: If people volunteered at Anaheim, should we offer a discounted registration for the spring conference? Roderick thinks this would be a good way to get people involved. The topic will be tabled.

Spring Conference: TXAPCO and NENA will be planning the welcome reception and the first time social. During the joint conference meeting, it was discussed to add a \$25 option for sponsors to donate. Beth suggests we make sure to inform vendors we are adding the option. Cindy suggests notifying them via email. Team 911 should have a list of vendors from the previous conference. There has been an issue in the past with the emails not getting to the right people from the vendor's list.

Roderick wasn't sure which hours would be extended for the vendors. Beth advised a majority of vendors would not be happy because they pack up and head out for their next conference as soon as they can on Tuesday. She doesn't think that would go over because a lot of vendors are leaving and flying straight to another conference Tuesday evening. Beth did complete a survey card for the conference in which she asked "how much time did u allow for the vendors"? Beth can compile the answers in a list so the Board can see what suggestions are provided. Beth did agree that Monday afternoon should not have leadership or supervisor classes so those people can meet with vendors. Beth will make a list of replies and send them out to the Board.



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3 new committees will be formed as per the joint conference meeting: purchasing, website, food and beverage. Board members need to keep an eye out for prospective committee members at their agencies. An email blast will go out asking for volunteers.

Lauren has offered her tack room for temporary storage of conference items.

Committee Updates

Communications & Membership: Mandi doesn't know if she will get to attend fall symposium due to staffing shortages. She's working on pamphlets or brochures to pass out at in person events.

Executive Council: Jeremy still needs to go through orientation. He updates APCO is still discussing Transform 911. Jeremy will keep up the legacy with holding the VIP luncheons at the spring conference. He asks for suggestions for that lunch. Cindy advised a Tuesday lunch was added to the conference schedule so the VIP lunch cannot happen during that time. Cindy suggests maybe having it on Sunday. A lot of the VIPS in the past traveled in just for the lunch, so maybe flying in on the Sunday would be better logistically. Jeremy asks if the Board would like to have the VIP lunch in a restaurant as opposed to the hotel. Beth likes the hotel.

Training: Kellie does not have any updates. She has not received anything from Robbie. Roderick had intended to reach out to Robbie, but he has not had time. Roderick asked who can give Kellie access to Team 911? Cindy thinks Kelle hall should be able to.

Technical committee: no updates. Both committee members are heavy into reading and researching Transform 911. There was a call last week both committee members were in on. Roderick listened to some of it. There were a lot of people, and the meeting was 2 or 3 hours long.

President: Roderick will send out the newsletter. He needs articles from everyone about what APCO means to you. Kellie and Tamara need to send brief get-to-know-you type articles. Send them to Roderick by Monday, August 15th. Roderick will send out reminders. Roderick needs material for the YouTube channel. We can pitch Texas Night Out and the Fall conference on our channel. Send videos and info to Roderick. 9-1-1 goes to Austin and Washington needs to be posted to website. Roderick will send the information to Shantelle to be posted. Roderick asks who will go? He and Shantelle need to go.

Roderick asks about TXAPCO swag. Kellie likes Yeti cups and cups in general. Roderick suggests a challenge coin. They are a hot topic right now. Kellie confirms a lot of people enjoy collecting and swapping them. We could share them at the fall symposium. Roderick suggested pens. All members agreed pens are great. Other ideas included coloring books, notepad portfolios, fold up fans, & leather coasters., Lauren confirmed we do have money in the budget. We will have some items available for the



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fall conference. Jeremy suggested have a vendor sponsor the coins. We cld have a vendor sponsor them and put the vendor's name on the plastic case to put the coin in.

Jeremy made a motion to adjourn; Kellie seconded the motion.

Meeting adjourned by Roderick.



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Monthly Board Meeting Agenda



Location: NCT 911 Arlington, Texas
Date: June 27, 2022
Time: 10:00 AM

Cindy Bridges, Immediate Past President | Roderick Jackson, President | Shantelle Oliver, President-Elect | Kellie Hayney, 1st Vice President | Tamara Bell, 2nd Vice President | Lauren Lybrand, Treasurer | Mandi Jones, Secretary | Capt. Jeremy Hill, Executive Council | Beth English, 1st CCAM | Dustin Alexander, 2nd CCAM

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- I. Welcome
 - a. Approval of agenda
 - b. Approval of minutes from last meeting June 27, 2022
 - c. Old Business
 - II. Texas APCO ProCHRT committee – Richard Erickson, Woodlands Township
 - a. What is needed
 - b. Board member is a part of the committee
 - III. Treasurer's Report
 - a. Star Chapter Payment setup on website – update?
 - b. Sunshine Fund (Sammie Cotton – Garland PD) update?
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- c. Texas APCO Scholarship information – What information to display on website
- IV. Bylaws & Policy Manual – Recommendation of changes based upon APCO International Bylaw Committee
- V. APCO Conference Anaheim
- ▲ a. Texas Night Out Update – Cindy Bridges (any door prizes?)
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- b. Board members to wear Texas APCO shirts for TNO (who's registered/attending)
 - c. Volunteer at conference
 - d. Distinguished Breakfast – Tuesday 8/9
 - e. Board Dinner at McCormick & Schmick 's 321 W Katella Ave
- VI. Fall Training Symposium
- a. Volunteer Incentives
 - b. Flash Day
- VII. Spring Conference
- a. Welcome reception and First Timer Social – planned by both boards
 - b. Vendor Sponsorship?



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- c. IP Hall booth increase
- d. IP Hall lunch added for Tuesday along with extended hours
- e. Three new committees (Purchasing / Food & Beverage / Website (volunteers needed))
- f. Storage options for 2024 conference - Denton

VIII. Committee Reports

- a. Membership Committee
- b. Legislative Committee
- c. Educational/Training Committee
- d. Communications Committee
- e. Technical Committee – Erik Mayville & Steven Gorena

IX. President Update

- a. Chapter Newsletter – Articles needed (Kellie and Tamara -brief intro about yourself to the membership)
- b. YouTube Channel – will add pictures from conference here and on our website
- c. APCO Swag – what options we want
- d. Add 9-1-1 Goes to Washington and Austin to our website



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3:08 PM

07/11/22

Accrual Basis

TX APCO
Profit & Loss Budget vs. Actual
 May 31 through July 11, 2022

	May 31 - Jul 11, 22	Budget
Income		
Transferred from General Funds	0.00	3,236.56
Uncategorized Income	0.00	0.00
Beginning Balance	0.00	0.00
500-100 · Job Postings	0.00	34.68
500-101 · TX Public Safety Joint Conf		
Raffle Baskets	0.00	0.00
500-101 · TX Public Safety Joint Conf - Other	0.00	2,311.83
Total 500-101 · TX Public Safety Joint Conf	0.00	2,311.83
500-102 · National Member Dues	667.70	1,965.06
500-103 · Fall Conference		
TX NENA Fall Conference Income	0.00	0.00
Registration	0.00	0.00
Sponsors	0.00	0.00
500-103 · Fall Conference - Other	0.00	0.00
Total 500-103 · Fall Conference	0.00	0.00
500-104 · TX APCO Booth Sales	0.00	34.68
500-105 · Sponsorships		
TNO Sponsors		
Grand Slam 6000.00	0.00	0.00
Homerun 3000.00	0.00	0.00
Baseball Diamond 1500.00	0.00	0.00
Team Member 500.00	0.00	0.00
TNO Registrations	0.00	138.71
Sponsorship	0.00	0.00
TNO Sponsors - Other	0.00	0.00
Total TNO Sponsors	0.00	138.71
500-105 · Sponsorships - Other	0.00	0.00
Total 500-105 · Sponsorships	0.00	138.71
500-106 · APCO National Conference Host	0.00	0.00
500-114 · Bank Fee Reimbursements	0.00	0.00
500-115 · Savings Interest	0.00	0.00
Total Income	667.70	7,721.52
Expense		
Merchant deposit fees	0.00	0.00
Insurance	0.00	86.70
Uncategorized Expense	0.00	0.00
Void	0.00	0.00
Inquiry	0.00	0.00
Misc	0.00	0.00
500*101 · Joint Public Safety Conference		
Appreciation Gifts	-62.10	57.80
Awards	0.00	346.77
Board Dinner	-824.87	57.80
Door Prizes	0.00	0.00
Board Travel and Hotel		
Board Registration	0.00	184.94
Board Travel and Hotel - Other	-118.45	462.36



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Total Board Travel and Hotel	-118.45	647.30
Frequency Coordinator Travel	0.00	0.00
Lodging	0.00	0.00
National Attendee	0.00	0.00
Past President Meeting	0.00	0.00
Raffle Baskets	0.00	0.00
Supplies	0.00	0.00
Tuesday Night Event Gifts	0.00	0.00
Security	0.00	0.00



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TX APCO
Profit & Loss Budget vs. Actual
May 31 through July 11, 2022

	May 31 - Jul 11, 22	Budget
Speaker		
Speaker Travel\Hotel	0.00	0.00
Speaker - Other	0.00	0.00
Total Speaker	0.00	0.00
Technical Services	0.00	0.00
To be reimbursed	0.00	0.00
500*101 - Joint Public Safety Conference - Other	0.00	0.00
Total 500*101 - Joint Public Safety Conference	-1,005.42	1,109.67
500*103 - Fall Training Conference		
Board Travel\Hotel	0.00	0.00
Board Dinner	0.00	0.00
Catering	0.00	0.00
Speakers		
Speaker Travel\Hotel	0.00	0.00
Speakers - Other	0.00	0.00
Total Speakers	0.00	0.00
Supplies	0.00	0.00
Venue	0.00	0.00
Door Prizes	0.00	57.80
500*103 - Fall Training Conference - Other	0.00	346.77
Total 500*103 - Fall Training Conference	0.00	404.57
500*104 - Booth Inventory	0.00	0.00
500*106 - National APCO Conference		
National Conf Give Aways	0.00	161.83
Board Conference Registration	295.00	358.33
Board Travel\Hotel	792.01	866.93
Board Dinner	0.00	57.80
Speaker		
Speaker Travel\Hotel	0.00	0.00
Speaker - Other	0.00	0.00
Total Speaker	0.00	0.00
PrePaid Conf expn future budget	0.00	0.00
Texas Night Out	8,965.50	115.59
Door Prizes	0.00	57.80
500*106 - National APCO Conference - Other	0.00	0.00
Total 500*106 - National APCO Conference	10,052.51	1,618.28
500*107 - Misc Texas Travel	0.00	57.80
500*108 - Misc Out-of-State Travel	0.00	0.00
500*109 - Political Action Committee	0.00	57.80
500*110 - Board Meetings		
Board Travel and Hotel	3,525.50	231.19
Board Meals	651.18	57.80
500*110 - Board Meetings - Other	0.00	288.97
Total 500*110 - Board Meetings	4,176.68	577.96
500*111 - Scholarship Fund		
CPE	0.00	0.00
500*111 - Scholarship Fund - Other	0.00	57.80
Total 500*111 - Scholarship Fund	0.00	57.80



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Accrual Basis

TX APCO
Profit & Loss Budget vs. Actual
May 31 through July 11, 2022

	May 31 - Jul 11, 22	Budget
500*112 · Life Members		
APCO Membership	0.00	0.00
Conference Registration	0.00	0.00
500*112 · Life Members - Other	0.00	34.68
Total 500*112 · Life Members	0.00	34.68
500*113 · Communications	0.00	0.00
500*114 · Bank Fees		
Cubesmart	0.00	0.00
Merchant Services	0.00	115.59
Square Inc.	0.00	0.00
500*114 · Bank Fees - Other	0.00	0.00
Total 500*114 · Bank Fees	0.00	115.59
500*116 · Webservices	26.60	577.96
500*117 · Operating Expenses		
Reserve	0.00	1,075.00
Equipment	0.00	0.00
General Office Supplies	157.40	115.59
Board Training	0.00	0.00
Dallas Storage W/Documents	0.00	0.00
Mail forwarding Service	0.00	0.00
Postage	0.00	34.68
Software	0.00	0.00
Sunshine Fund	0.00	0.00
500*117 · Operating Expenses - Other	0.00	0.00
Total 500*117 · Operating Expenses	157.40	1,225.27
500-118 · Training		
Training Expenses	0.00	0.00
Travel Expenses for Trainer	0.00	0.00
500-118 · Training - Other	0.00	924.74
Total 500-118 · Training	0.00	924.74
500*119 · Donations		
Totes of Love	0.00	57.80
TERT	0.00	115.59
Benevolence	0.00	231.19
500*119 · Donations - Other	0.00	0.00
Total 500*119 · Donations	0.00	404.58
500*120 · Taxes		
Auditor	0.00	92.48
500*120 · Taxes - Other	0.00	86.70
Total 500*120 · Taxes	0.00	179.18
500*121 · Executive Council		
Misc/Other	0.00	0.00
Travel Expenses	0.00	0.00
500*121 · Executive Council - Other	0.00	288.97
Total 500*121 · Executive Council	0.00	288.97
66000 · Payroll Expenses	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00
Total Expense	13,407.77	7,721.55
Net Income	-12,740.07	-0.03



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