



Texas Chapter of the Association of Public Safety Officials International

Texas APCO Meeting Minutes

November 11, 2021

President: Cindy Bridges
President Elect: Roderick Jackson
1st Vice President: Shantelle Oliver
2nd 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, Robbie McCormick, Beth English, Jeremy Hill, Greg Ballentine, Dustin Alexander, Mandi Jones

Call to Order

President Cindy Bridges calls the meeting to order at 10:08 am.

Accept the Minutes

Mandi emailed each board member the October 14th, 2021 meeting minutes. Roderick motions to accept them. Shantelle Oliver seconds the motion. The minutes are approved.

Financials

Lauren emailed all board members a financial report. (see attached) Lauren is still getting the financials updated and switched over into her name and current information. She is disputing 2 Paypal charges. As of today there have not been any new transactions in the PayPal account. Cindy updates we made about \$8,000 on Texas Night Out during the International Conference. We did go over budget, but made money. We did get \$10,000 from National and spent a little over \$14,000 on members who volunteered more than 4 hours during the conference. We did make money by having the conference in Texas. Robbyn previously registered board members for the Public Safety Conference as well as the hotel rooms. Lauren will continue to do this.



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Old Business

Committee Reports

Communication Committee: Mandi is needing suggestions of people to join the MOD Squad. The Galveston conference will be a good avenue to recruit new members. She is working on posting recruiting videos to social media. The last newsletter of 2021 went out in November. She is accepting ideas and information for the next newsletter. It will go out at the end of January.

Training: Robbie is communicating with TNT (Texas Trainers) to gather information on what trainings are needed and good times to have them. Shantelle suggests spreading the training sessions across the state instead of one place. Robbie asks what the budget might look like. It will cost more to hold multiple trainings than it would for one large one. Cindy asked Lauren what the budget might be. Lauren will look into that. The fall training conference did not happen, so that money could be used for new training. That was \$3,000. Shantelle suggests seeing if Texas NENA might also be interested in partnering with TX APCO & TNT. Cindy will get back to Robbie with a budget amount before next meeting. Robbie suggests a training everyone wants but no one can afford is NENA's CMCP. That specific class is \$30,000-\$40,000 for a large group. Cindy suggests offering scholarships or sponsorships to classes. APCO already sponsors the RPL and CPE classes. Roderick looked up the NENA CMCP class. Its \$1000 for a NENA member. There is one class in Allen, TX March 2022. This is a NENA class, so Cindy suggests sticking with sponsorships/scholarships.

Texas Talks: There have not been any new submissions for our YouTube channel. We need new videos.

Technical Team: Nothing new from them. They did not send anything to be discussed during the meeting.

Presidential Updates: Let Lauren know if you're going to the Galveston conference. She will get everyone registered and the hotel rooms booked. Kelle Hall sent out an email with important dates leading up to the conference. Cindy wants all board members to be at the set up.

August 2, 2021 – Call For Papers – Sessions
September 3, 2021 – Deadline for Call for papers
September 17, 2021 – Start of two week early vendor registration for previous year sponsors (perk 😊)
October 1, 2021 – Conference registration opens for IP Hall and attendees
October 1, 2021 – Acceptance of sessions letters go out
November 1, 2021 – Conference registration opens for everyone
December 1, 2021 – Hotel Registration opens **ONLY** for Board members and conference committee members.



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January 3, 2022 – Hotel Registration opens for Attendees
February 18, 2022 – Last day for presenter information submission for booklets
February 18, 2022 - Early Bird Registration ends
March 11, 2022- Last day for Exhibitor and attendee refunds

Friday, April 1, 2022 – Help (anyone with a truck) will be needed at the storage building to get items out and to the convention center and start setting up

Saturday, April 2, 2022 – Set up to include bag stuffing

Sunday, April 3, 2022 – Pre-Conference Courses

We're looking at Frisco and Denton for RVP status. Galveston already has contracts. They came back with a higher contract for upcoming years. Frisco and Denton are both Embassy Suites. The site visit is already scheduled. Robbie says Frisco is costly. Frisco has a happy hour in the evening they supply. They offer breakfast which saves us money. They had extra items they were throwing in also. Cindy will send the info right around Thanksgiving.

Current board members title and terms are:

Immediate Past President Jeremy Hill on board until April 2022

President Cindy on board until April 2023

President Elect Roderick on board until April 2024

1st VP Shantelle Oliver on board until April 2025

2nd VP Robbie McCormick on board until April 2025

Treasurer Lauren Lybrand on board until April 2023 (She took over Robbyn's position upon appointment)

Secretary Amanda Jones on board until April 2023

Executive Council Greg Ballentine on board until April 2022

Cindy suggests splitting the term end dates of secretary and treasurer so that they do not end at the same time. Cindy has asked Beth to stay on as the CCAM. The Executive Council position will be up for nominations soon. We need a 2nd VP.

New Business

Totes of Hope: Beth sent out an email on Nov 1, 2021 about the Totes of Hope program. The Missouri APCO chapter participates in this. Totes of Hope are small plastic totes with various items for an agency suffering a loss or in need for some other reason. Cindy loves the idea; all members love the idea. Beth and Cindy will discuss cost and create a budget. Cindy will reach out to Missouri to see what they have



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set up. A price sheet will be put together to share and get approved by the board. Things that will need to be discussed include who will put it together, who will store items, who will send it.

2022 Conference Awards: Mandi will head up the awards committee. Roderick and Jeremy will also be on the committee. All board members will present at least 1 award at the conference.

Sponsorships: Cindy was contacted by a company based in the northeast. They want to sponsor a spot on our website. They are not from Texas, so she wants input from the board. Dustin doesn't see any issue. He thinks we should make that option available to all vendors. For a certain amount we will put their logo on our website. He suggests sending something out to all vendors. Shantelle says we have a sponsor page on our website. It's not necessarily an advertising page, but we can modify it. Beth thinks that's a good option to bring in some income. She asks what is a fair price and timeline to do this? Shantelle says we can put anything we want on there for however long we want. Cindy suggests we offer 6 months for x amount of dollars. Beth thinks \$500 for 6 months is an amazing deal. It costs a lot to advertise in magazines and other websites. Dustin agrees \$500 is a good amount even for small companies. Cindy has not looked at other APCO chapters to see if they have this available. Shantelle will advise what she needs for the website itself. It might have to be a certain size and format to fit correctly. Beth advises to do some research. We need to know where it would go on our website. Shantelle says the logos can be put on the sponsor page. It is blank right now. We could make it a permanent page. Beth will research this. Cindy will wait for info from Beth to reply to the company from the northeast who reached out.

Conference Sponsorships: We have \$77,000 in sponsorships for the April conference. Smaller sponsorships are still available. We could potentially reach \$100,000. Do we need to put sponsor logos on the conference page or on our chapter page? Cindy will reach out to the sponsorship committee and see what the parameters are for those sponsorships. We might need to put logos or other graphics on our individual website for the sponsors of the conference.

Conference Planning: Kelle will be making the arrangements for the January walk through and meeting. Cindy and Charsetta are making arrangements for the joint board dinner on Jan 17th. Lunch will be provided by the convention center. January 17th is a holiday. Cindy is working on the meeting agenda.

Shantelle motions to close the meeting. Roderick seconds the motion.

Meeting adjourned at 11:02 am.

The next meeting will be December 16, 2021 at 10:00 am.



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