



Association of Forensic Quality Assurance Managers

Business Meeting – Oct. 6th, 2005 – Indian Rocks Beach, Florida
Meeting called to order – 3:40

AFQAM Board

- Randall Robbins,
President
- Deborah Friedman,
Vice-President
- Suzanne Smith,
Secretary
- Tom Grant,
Treasurer
- Emma Dutton,
Immediate
Past President

Board Attendance : Emma Dutton, Randall Robbins, Tom Grant, Vicki Hopkins, Larry Schultz

Business Meeting Business from 2004. Motion to pass the minutes from Kathy Wagner, 2nd Rod Kennette.
Motion passes

List of applicants was read. Motion made Carl Anderson, 2nd Pat Wojotwcki, Motion passed.

Officer Reports:

Motion to accept the report, Rod Kennette, 2nd by Rick Groff, Motion passed.

Committee Reports:

Kathy Wagner wanted clarification of the Audit Report based on items that were not made available for the annual audit. Specifically the information from the previous Treasurer. The next Board will address the issue. Discussion concerning specifically what records were not provided. The previous treasurer is going to be the next president so the task was passed to the incoming President Elect. Henry Hollyday requested the status of his request to obtain a laptop PC for the Treasurer position. Emma responded that this topic has been discussed by the board and will continue with the next Board. Henry Hollyday asked about the additional requirement to audit certain procedures. Found that documentation to approve payments was not followed on a regular basis. Emma stated that the current policy manual will be looked at.

Bruce Fukayamaha stated that the By-Laws Committee met to discuss functions accomplished during the past year. Bruce recommended that the membership review the bylaws for suggested revisions. Bruce then submitted his report to the Board.

Barb Caraballo talked about the Strategic Planning Committee, that they met and made some further revisions to the 2006 Strategic Plan.

Henry Hollyday, the Policy Manual is dated September 10th and requested when the membership approved the document. Emma explained the table in the back of the book.

Motion to accept the reports by Todd Nordhoff, 2nd Kathy Wagner, motion passed.

Emma submitted Store Report. Kathy Wagner wanted to know about expanding the merchandise

available. Vicki asked to be emailed.

Emma mentioned that Pat Wojtowski attended the NFSTC meeting. Report was made available for membership review. No vote needed.

Vicki would like to welcome the new elected officers, Deborah Friedman and Suzanne Smith.

Emma announced 2006 meeting in Montana. Julie showed a slideshow of the 2006 conference site.

Emma announced the 2007 meeting will be in Milwaukee Wisconsin.

New Business:

T.J. Shufflin was awarded a plaque for his extraordinary service to the AFQAM Association.

Website and Discussion List: Emma discussed the proposed "Members Only" area of the website and what would be placed in this area. Emma would asked the members if they believed a members only area is needed. Emma reviewed the current application process and how applicants are brought in and that even though they are on the discussion list, they are not entitled to vote until the conference vote is taken. Vicki responded that she was a large supporter of this area but over time she has changed her position in that she no longer believes it is needed. Emma discussed the email etiquette list. Rick has previously distributed a list of rules. Emma stated that the policy manual states that the list is for business only. Emma is going to have a poll set up on the discussion list to see what the membership wants for the Members only area and the etiquette. The results of the poll will be reviewed by the board for further action. Rick explained his thoughts on the discussion list and the value brought to the membership. Rick would like common courtesy to all members. Emma requested comments from the membership about whether a stronger policy is needed or required. Kathy Wagner wants to know about the contents of the list being used in the courtroom. T.J. Shufflin discussed alternative methods of communication. Jane Ridley wants to know if there is a method to ask a question without supplying a name. Kathy Wagner stated that the Secretary could post the question for another method.

Future Meeting site Proposal: Suzanne Smith explained the proposal for 2008 in Virginia Beach and Richmond. Emma announced that the 2008 conference will be hosted by Suzanne Smith.

Other new Business:

Kathy Wagner Pins, Suggestion to order pins for members 5th anniversary.

Manual Valadez: Questioned about the financial funding. Randy addressed that he will be contacting NIJ about extending the funding for our conferences. Ken Kawalek added that people should approach Lab. Directors to contact NIJ about continuing support.

Emma passed the gavel to Randy Randall.

Randy recognized the new board. Randy announced that the new committee will be posted on the AFQAM website.

Tom stated about the invoicing for the coming year.

Fred asked if the invoices could be sent by email.

Vicki thanked everyone, so did Larry.

Deborah Friedman thanked Larry and Vicki for everything.

Suzanne Smith said same thing.

Randy thanked everyone for their attendance

Vicki thanked everyone.

Meeting closed at 4:48

Meeting adjourned.