

AFQAM Business Meeting , October 8, 2003, Indianapolis, Indiana

Call to order 1:30-John Simms presiding

John discussed paperwork problem with five potential members. Would like to make them provisional members until paperwork is cleared up. Will have to suspend by-laws to accomplish this.

Motion to suspend by-laws: Kathleen Ledford,
2nd: Rod Kennette,
Approved by voice vote.

Motion to accept the provisional members during suspension of bylaws: Larry Schultz,
2nd: Kathleen Ledford,
Discussion,
Approved by voice vote.

New member list read.

Motion to accept all but 5 provisional members: Todd Nordhoff
2nd: Tom Grant,
Passed with voice vote.

Motion to accept 5 on provisional basis pending a review of paperwork by the board: Rod Kennette
2nd: Kathleen Ledford
Passed with voice vote.

New members brought back in and congratulated.

2. Board vote on seminar site proposals:

2004 – Presented by Zoe Smith of Las Vegas. She has been investigating hotels, rates and amenities.

2005 – Presented by David Epstein of NFSTC. The proposal is for Holiday Inn Harborside at Indian Rocks Beach, near Clearwater, Florida.

The board has accepted the proposals for Las Vegas 2004 and Indian Rocks Beach for 2005. Looking for proposals for 2006.

3. By-laws changes: The board congratulates Tom Grant in preparing the draft. In the course of events that have unfolded in the last few days, the board has recognized that additional changes need to be made and recommends that the vote be tabled. The document will go to Tom Grant and the committee for additional work and then will be sent out to the membership for a formal e-mail vote.

Motion on the floor for tabling by TJ Shuflin,

2nd: Kathleen Ledford. Discussions opened, none provided.

Vote by voice. Motion Carries

4. From Don Jones, open the floor for discussion of the by laws. Would like to see the following areas addressed and/or clarified:

1. Article III, filling vacant offices.
2. Section 2.3, web site running and e-mail possible change for wording, then designate a replacement or use assist instead of fulfill.
3. Article 6 first sentence redundant to article 3 or another section – shall consist of...
4. Articles 6, authority of the board vs. authority of the membership.
5. Amendment 9, asking for 2/3 percent. Percentage available at the meeting vs. policy manual changes.
6. Section 2 of article 10 identified vote issue for admin regs and this has been suggested already as a change. John clarifies two documents as part of the proposal, by-laws and administrative rules (or regulations). Vicki asked if they could be forwarded to committee.

5. OFFICER'S REPORTS.

President report: synopsis of current state of affairs. Report is posted on the door for review. Membership and attendance are up significantly. Route of affecting change and input via list and contacts has changed QA in ways that others could not imagine. NFSTC support has been great.

Randy Robbins Financial report; Larry did the audit. State of affairs with start of 8K and then through meeting ending at 11,580. Books closed on Sept 26, 2003. John brought up investing money in some appropriate instrument. Preliminary suggestion only and there is much to follow-up on this recommendation.

Kathy Wagner-Secretary's report, after Austin had 65 members, now about 108 for membership. Additionally one member drop for non-payment. AFQAM ordered membership pins for everyone and will be given out today.

Rick as past president and chair of nominating committee. There are two nominations that are already announced to the group. Emma Dutton for VP and Larry Schultz for Secretary.

Vicki as VP is also merchandise chair. Proceeds go back to the organization. Other merchandise suggestions welcomed.

6. COMMITTEE CHAIRS

Tom Grant – proposals now underway for changes that have been suggested to or by the board. The policy manual is brand new. Please review for all suggestions. Thanks to all the committee members.

Larry Schultz -- Program committee. Costs about 10 K with vendor subsidy and registration fee excluding sleeping room. Aim is to break even. 4-500 currently target as profit. Thanks to the group.

Financial Audit has reviewed the books for the last year. Through 9-26-03 read to the group. Approved by the board.

Larry Schultz --Strategic planning group. Provides roadmap to board and membership. Plan for 2004 is submitted to the board. Need to take a closer look at the guiding principles of the membership and what we need to do and how we get there. Several of the basic items are accomplished and several will be completed and renewed as needed. Voice in the community is an issue and we are pursuing membership in NFSTC and other groups such as FSAB and ILAC. 'Where do we want to go' questions should be sent to the new committee chair.

John Simms on Communications committee. Update in place of Carl Anderson. Send the update to Carl and/or to John as determined by the Chair.

Motion to accept reports from Steve Greene,

Second by Jagan.

Discussion, none proffered, then voted.

Motion Carries.

Break.

After Break

Call back to order.

6. Best Paper awards presentation. Alison Ochiaie was lost this year due to cancer and some thought was given to a proposal for scholarship. The board discussed previously and found that a scholarship process is very difficult. Different approach: for meeting attendance and presentation awards. Start with 2004 seminar. Survey of membership and tally the two best papers with two awards of registration to the next meeting. Comment and question. If awarded can it carry forward a year or more if unable to attend the next year? Board hasn't addressed the issue. Question of use it or lose it for the next year. Discussion on rollover provision. Reimbursement questions. Question on a name of the program, not in specific memory of Alison, but decision by the board as to not make it a memorial issue. Erin brought up the discussion of financial need.

Kathleen suggested that this get tabled and committee to be able to work out the details. Appointment from Vicki to do that.

7. Board member reimbursements. Review of previous vote on the issue of up to \$400 for board members to attend as a stipend if needed. Additionally, there is so much work ahead, that the board asks for another mid-year meeting away from the seminar duty. Just the executive board with some flexibility to omit the meeting when not needed. Amount of business is really heavy right now.

Rick proposed a motion to accept the mid-year meeting plan. Larry modifies motion to include sunset clause for two years, with exclusion on general meeting with NIJ subsidy issues for one additional meeting per year, with second by Rick. Monetary limit to 400 per meeting per person. Discussion. Voice vote, and motion carries

8. Circulation of member information questions. Discussions regarding list compiled with contact information. There are concerns about information being out. Making lists available on line and/or in paper format with meetings. An opt out clause is appropriate. Comments from the floor by: TJ Shuflin for name only registration/dissemination issue for suggestion. Zoe to address registration for next conference. Kathy stated that there was some concern that the membership list would go with those who leave the org to go to work for private companies. The question if membership lists are available for sale was decided earlier by the board; they are not for sale. Full membership roster vs. members attending meeting issue.

Meeting attendee list for Indianapolis is available now. Suggest full membership list once per year.

9. Any new business from the floor.

Erin – Reminder to limit E-mail chit chat.

Kathy – Checking to see if OK to post congratulations to new accreditees on AFQAM website.

Zoe – Value of list is to see how things are working in other places.

John – The communication group hopes to encapsulate group discussions and/or catalog the discussions.

Reminder that file attachments not saved in the archive.

Call for other business, none.

10. Election of officers

Rick announced the candidates. VP and Secretary. Larry Schultz is proposed by the nominating committee as Secretary. Emma Dutton as proposed candidate for VP. Ask for additional nominees. Kathy Wagner proposed by Todd. Candidate statement from both. Any other nominations. Steve Green motion to close nominations for VP. Second by Rod. All in favor the nomination. Motion carries.

Candidate Statements:

Emma – Background as neurobiology, PhD with pharmaceutical experience. Started in Biotech in Oregon. QA Manager opening in Oregon system. 2001 in Oregon.

Kathy – San Diego Sheriff. QAM since 1997, Forensic Scientist since 1984.

Paper ballot vote for VP

Request for additional nominations for secretary from the floor. None heard. Chet motion to close, Laurette second. Since we have one candidate. Acclamation vote.

Paper ballot vote taken for VP. Votes tallied; Emma Dutton new VP.

Motion by Chet to certify election and destroy ballots. Second by Todd. No discussion. Motion carries.

Welcome to new board members.

Gavel passed to Vicki

Vicki's comments: Thanks to Kathy for work as Secretary and to John for President. Thanks to Rick as outgoing past president for his two years of service. Randy has one more year to serve as Treasurer.

Motion to Adjourn: Rick Groff
Second: Ken.

Meeting is adjourned.