



Association of Forensic Quality Assurance Managers

AFQAM Board

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

Board Meeting - June 2, 2006

Started at 11:30 a.m. eastern standard time

Board Members for telephone conference:

Randy Robbins

Emma Dutton

Tom Grant

Deborah Friedman

Suzanne Smith

Old Business:

Randy opened the meeting with discussion regarding meeting minutes from the 2005 Annual meeting and whether anyone had seen the minutes prior to this telephone conference. Emma Dutton said that she had not. Randy suspended the reading of them until the October Board meeting. Suzanne Smith discussed that she had just located the previous meeting minutes and was unsure if they had been sent to the rest of the Board by Larry. Suzanne promised to e-mail them to the Board prior to the October meeting.

Officer Reports:

Emma Dutton: Nominating Committee has been someone active. Put out an e-mail to membership and had not gotten any responses. Rod had also spoken to some members and thought that he might have an interested individual. Emma was waiting for the newsletter to come out so that requests for Board Members could be posted there as well. Randy thought that Jana might run for the Board and also that Julie Long might be interested as well. Emma received some positive feedback from Tracey Thompson as well. Emma planned to have George Johnson review the ballots and Emma planned on doing the voting by mail again this year.

Debbie Friedman: Looked into issue which came up at last meeting by Henry and the audit committee. He did not have all the documentation to complete the audit at the last meeting. Henry has since received all the documentation and submitted a letter stating that the audit could be closed out at this time as the books reconciled. For the Missoula Meeting, there are 42 individuals registered to attend the meeting. Four vendors had committed to the meeting. Jana sent out a tentative schedule. Jana had not yet put out a brochure, however she intended to get it out by the end of the month. She had not been able to work on it because she was

undergoing her accreditation inspection. Julie sent Randy an e-mail as well. Jim Kauffman had signed on for the safety course on Monday. Debbie raised the concern that we might not get the 100 people that we guaranteed in the contract and what the penalty would be if we did not have 100 people. Debbie had heard from members regarding their ability/inability to attend this year as we were not going to be able to fund 100% of a members travel and the community wide budget cuts. Randy was hopeful that we would get 70 - 80 attendees. Tom Grant asked how many attended last years meeting and Randy thought that it was 105 - 110 attendees. Emma and Debbie both thought that number sounded right. Las Vegas also had the same amount of attendees as Tampa.

Suzanne Smith: There were 15 prospective members that had gone through the membership committee review at the time of the meeting. Four more were in the process of being reviewed. One applicant was turned down for membership as he was not heavily involved in the QA program.

Memberships: How many 5 year pins should be ordered? Randy suggested at least 200 pins. The Board wanted to order the same type cloisonne pins as we currently have. Randy asked if Larry had transferred any pins. Larry had and Suzanne also explained that Kathy had located pins in the bottom of a bag and that she was supposed to be mailing them to me. Suzanne wanted to hold off until she had a feel for the number of member pins were in supply prior to ordering more. Suzanne also verified that the invoice for ordering the 5 year anniversary pins should be sent to Tom (Suzanne did not want to be receiving harassing phone calls if the books were transferred prior to an invoice being sent). Tom Grant raise the issue that he felt the current treasurer should complete the year because of the paperwork associated with the tax exempt status. Tom stated that you needed all the years financial records in order to complete the IRS's form. Debbie asked Suzanne to get an estimate from Kathy as to the number of pins that she still had and then Suzanne could go from there in terms of reordering the pins. Randy made the motion to go ahead and order the 5 year membership pins (approx. 200 - 250) and then order another 200 membership pins to have on hand. Debbie, Emma and Tom agreed with Randy's motion.

Tom Grant: At the time of the meeting the check book has \$19,802.72 and the CD was worth \$5197.58 for a grand total of \$25,000.30. Randy said we had more than enough money to cover the pin orders. Tom reminded the board that part of being a tax-exempt organization was that the money was spent to benefit the members. This was the first year that the dues notices were sent via e-mail and it had been fairly successful. There were 21 members who still had not paid their dues. Some member's finance people were slow in paying dues, and other members have their e-mail attachments stripped so for those folks, a hard copy invoice was being sent.

Tom recommended that when a new treasurer is elected, Tom would issue a check for \$10,000.00 to get the new account started and then once the year was completed, Tom would forward the balance to the treasurer.

Randy had a question from Jana regarding guidelines for paying a speaker to appear at the annual meeting? This is a hot topic now. Randy has a Lab employee who does ethics training for the lab and Jana had heard about him and contacted him regarding the possibility of speaking at the annual meeting. Randy had not spoken to him personally but he would come out, do a 1/2 day presentation on friday so would we be willing to pay airfare and lodging to get someone out there to do that type of presentation. It was the Board's opinion that even though we are growing, it is difficult to get members to do presentations, so it would be a good idea to support to benefit the membership and get the membership coming to the meeting. There are speakers out there for such topics as root cause analysis. Debbie asked if we needed to establish written guidelines - Emma felt that we should establish policy and put it in the policy manual. Randy felt it was already written into the Policy manual as it sets the limit in dollar amounts as to what has to be approved and by whom.

Emma asked if guidelines should be developed as to what would be covered : airfare, room and board, tuition? - perhaps a flat stipend. For the ethics speaker, it was believed that we would have to at least pay airfare and some per diem since he would be using personal leave to come out and speak to the group. Debbie raised a question regarding the honorarium and IRS rules - paperwork that would need to be completed in association with an honorarium. It is believed that \$600.00 is the limit for an honorarium so we would not be affected.

Tom made the motion to cover speakers airfare, hotel and either per diem or stipend depending upon time used for presentation. Emma seconded proposal. Motion carried.

Emma asked who would be responsible for the revisions to the By-laws and it was determined by Randy that it should be the project of the by-laws committee.

Nothing new regarding the 2007 meeting - work will begin after the Missoula meeting.

New Business:

NFSTC approached by the International Association of Forensic Sciences to work with them on the 2008 meeting to be held in New Orleans Louisiana. They were looking at including us in the 2008 meeting.

Pro: Give us wider exposure.

2008 Meeting - Virginia Beach - Quality Inn & Suites most willing to work with us. Agreed to meet Government Per diem on the room rates. The airport is within 20 minutes of the beach and most of the major airlines fly into the Norfolk airport.

Emma, Tom and Randy thought that it would be a good idea and that we should explore hosting the meeting in Virginia Beach.

David Epstein joined the meeting at 12:15 p.m. to discuss our role at the International Association of Forensic Sciences - Ron Singer, Past President of AAFS, was selected to host the 2008 meeting. Held at the Marriott Hotel on Canal Street. Suggested to Ron Singer that several organization meetings be held in conjunction with this meeting. Have reached out to ASCLD, AFTE, and ASQDE among others. Sessions held concurrently much like the American Academy Meeting. Would not have full autonomy in running the meeting. Would be working with our European counterparts. Debbie raised question regarding registration fees - David did not have the answer to that question. Emma asked if the intent was to substitute this meeting for the 2008 AFQAM meeting? Randy said yes, it would have to be all or nothing. David said that meeting registration would be higher - \$300.00 but all the meals are included. Also, if you are asked to check your affiliation, some of the smaller labs would have to choose: ASCLD or AFQAM. Emma asked what they were looking at in terms of our participation - David thought that it would be co-chair type of situation.

Board discussed participation in this meeting and expressed concerns regarding the rise in registration fees, the adverse impact to AFQAM. The Board decided to support the President's attendance at the meeting and co-chair the program.

Communications Committee Report: The newsletter was being worked on around the time of the Board meeting. The question was raised as to whether the newsletter was still viable. It was the decision of the Board to invite Carl to the Board meeting in Missoula to discuss the newsletter.

Emma made the motion to accept the committee reports - Debbie seconded. All were in favor.

Next order of business - Discussion regarding AFQAM joining ILAC.

Fee to join \$325. Send a member of the organization to the meetings to work in the guidelines. Emma made the motion to join ILAC, Debbie - seconded. All were in favor. Motioned passed.

New Business:

As membership committee Chair, Suzanne brought up the fact that two applicants had sought membership who met the standards, however, current members had expressed concern to board members. It was decided that the organization needed to develop a Statement of Ethics. This recommendation would be forwarded to the ethics committee.

Creating an Emeritus Status for retirees: There are several members who will be retiring in the not too distant future. With Rick Groff's retirement, the Board decided to create an Emeritus status for members. Membership would be at a reduced rate. Members desiring this status would be required to submit an application to the membership committee for review. Tom Grant made the motion to create such a status; Emma seconded; motion passed. The By-laws committee will be directed to create an Emeritus status for retiring members.

Auditing the Meeting Committee's Books - Those books have not been audited. The Board felt that the audit committee should audit those books as well. The Board will request the Meeting Committee bring the books to Missoula for audit purposes.

Final Business: ASCLD requested a representative from AFQAM to attend the annual meeting in San Francisco. The Board felt that it was useful to the organization and gives AFQAM needed exposure to Laboratory Directors. The motion was passed by the Board to send Randy Robbins to the meeting.

The Board meeting adjourned at 1:20 p.m. eastern standard time.