

Minutes – Executive Board, 1 May, 2004
9:00 – 5:50

Attendees

Vicki Hopkins – President
Emma Dutton – Vice President
Randy Robbins – Treasurer
Larry Schultz – Secretary
John Simms – Past President

1. A line by line review of the By-Laws (as presented by the By-Laws Committee) and all proposed changes took place. Major areas of the discussion were:
 - a. Control/ownership of the discussion lists
 - b. Control/ownership of the AFQAM website
 - c. Membership application procedures
 - d. Screening of applicants
 - e. Conference rates for applicants
 - f. Distribution of membership rolls

Notes were taken so the By-Laws could be modified accordingly for presentation to the general membership. Discussion of the major areas described above is as follows:

2. **AFQAM Discussion Lists and Website**

- To facilitate and coordinate the membership list and to verify member applicant's qualifications, the Board recommends that the control and ownership of the various AFQAM discussion lists be held by the Secretary.
- AFQAM currently maintains 3 separate lists, ForensicQA, AFQAM Board, and AFQAM. It is recommended that the AFQAM list be disbanded. The AFQAM list was developed as a vehicle for committee members to be able to communicate outside of the ForensicQA discussion list.
- These recommendations will be voted on by members either by email or at the Annual meeting in Las Vegas.
- The Board recommends that the AFQAM.org website be under the control of the of the Communication Committee to assist with the posting of AFQAM documents (e.g., Bylaws, Policy manual, Meeting minutes, Newsletter)
- Discussion also centered around making the website more interactive. The Communication Committee Chair will be able to delegate this responsibility to a member. The Board as well as the general membership is grateful for the assistance provided by NFSTC in the creation of the AFQAM website. The Board feels the organizations should be ready to become self-sufficient. John Simms is researching options.

3. **Membership and Application Process**

- Current application procedures were reviewed and discussed. Application procedures agreed upon are as follows:
 1. All applications will be submitted to Membership Chair with payment.
 2. Membership Committee will review applications regarding applicant qualifications according to Bylaws Article 2.
 3. Upon acceptance and confirmation by the Membership Committee, payment will be sent to the Treasurer and the applicant will be added to the ForensicQA discussion list.
 4. All applications will be reviewed by the Executive Board at the Executive Board Spring Meeting or at the Annual Conference.
 5. Applications must be received by the Membership Chair 30 days prior to Annual Conference in order to be voted on.
- The application and recommendation sponsor forms will be modified to request only information needed.
- Annually, a complete membership list will be sent to the Treasurer for purposes of invoicing annual membership dues.
- All applicants will be screened prior to being added to ForensicQA. The Board also recommends the elimination of the 90-day trial period.
- The Board discussed the rates to extend for conference attendance and the availability of financial assistance to member applicants. The Board agreed that applicants may pay the “member rate” to attend the annual conference. In addition, the Board referred to a previously approved priority list for external financial assistance: Board Members, Committee Members, Members and Member Applicants. Current members have priority of any available external financial assistance. After the early registration date has passed, any remaining assistance money should be distributed accordingly to the member applicants.
- The distribution of AFQAM’s membership directory continues to be a topic of discussion. It is recommended by the Board that a membership directory be published annually after the voting in of new members. It is also recommended that a message be sent to the current membership to provide a vehicle for any member to exclude themselves from the official directory.

4. Creation of an official budget.

- Discussions centered around the accomplishment of AFQAMs mission. Line item categories for the budget were considered for future expenses include:
 - a. Travel for AFQAM representatives to other national meetings for PR – 1500.00
 - b. Purchase of AFQAM equipment (e.g., digital recorder) – 300.00
 - c. Store operations & merchandise – 1200.00

- d. AFQAM Executive Board Spring meeting – 2500.00 per meeting
 - e. Printing (brochures & newsletter) – 300.00
 - f. AFQAM.org Web space – 100.00
5. Review of applications for memberships: All submissions to date were reviewed by the Board.
 6. Strategic Plans for 2004 & 2005
 - The 2004 Strategic plan was reviewed to evaluate progress made toward the plan. In addition, various approaches were discussed to facilitate meeting the objectives set forth in the 2004 strategic plan.
 - The proposed Strategic Plan for 2005 was also reviewed and all items that are covered in the proposed By-Laws were removed. The 2005 Plan will be reviewed by the current President Elect and the Strategic Planning Committee and revisions presented to the membership at the annual meeting for adoption.
 7. The current marketing plan for AFQAM was reviewed and other ideas that are available to assist with the marketing of AFQAM were discussed. It was agreed that the AFQAM brochure, word of mouth, and links on various websites are effective. Additional ideas included: get a list of accredited labs and compare to our membership. Target those accredited labs in which we currently do not have a member. Get a list of non-accredited labs and make them aware of our organization and solicit for their membership. Get our link on ASCLD/LAB and in the ASCLD/LAB newsletter as well as on other regional QA group websites. Get a list of the designated ASCLD/LAB Quality Assurance Managers from ASCLD/LAB.
 8. Committees and associated responsibilities
 - The Board discussed adding a Training Research, Marketing, and an Ethics Committee. The Research and Ethics Committees were tabled and will be appointed when necessary by the President.
 - A sub-committee was discussed to work with ASCLD/LAB on high problem criteria. Randy is going to initiate communication with ASCLD/LAB.
 - The Board recommends renaming the Communication Committee to Marketing and Communications Committee and renaming the Resources Committee to Resources and Training Committee.
 - It was also recommended that a proactive solicitation for committee members be done prior to the annual conference.
 9. Various options were considered to use the NFSTC subsidy differently for the next conference. One idea included using the subsidy to cover the cost of the hotel for all attendees. Ideas will be presented at the annual meeting for further discussion and decision.

10. A letter from NFSTC was read to the Board that approved AFQAM as a voting member . It is also recommended that the AFQAM President be the voting member representative at subsequent NFSTC meetings.
11. Investment options were considered for the AFQAM fund balance. CDs were discussed as a safe investment option. The Board will recommend \$5000.00 in a 6 month CD decision pending the election of the new Treasurer and membership approval at the annual meeting..