

Fairfield Township Citizens Police Academy Alumni Association

Meeting Minutes for November 2, 2011

Present: Connie Johnson, Donna Baynes, Mary Alcorn, Jeff Perrigo, Pam Weisbrod, Linda Merrill, Craig Goley, Elliott Morio, Frank Montgomery, Charlene and Jim Pignone, Roger and Dawn Alcorn, Brian Gish, Glenn Hubbard, Jim Byrd, Mike Oler, Kerry Saylor, Peggy Wilsman

Meeting Location: Fairfield Township Police Station, 6:30pm

Pledge of Allegiance was honored.

Treasurer's Report

Current Balance - \$5807.82

Expenditures since October Meeting:

Flashlight for COP car	\$26.00
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Special Announcement

Assignment of new CPAA President:

Kerry asked if anyone would like to start the nominations. Craig Goley nominated Brian Gish for President. Linda Merrill and Pam Weisbrod seconded the motion. Brian accepted the nomination.

Peggy Wilsman nominated Mary Alcorn. Mary declined the nomination.

No other nominations were made.

Motion to close nominations and elect Brian Gish as President was made by Pam Weisbrod. Second motion made by Linda Merrill. A vote was taken. Motion carried.

Mike Oler recognized Kerry for the time he served as President and for what he has done with the Organization. Kerry will continue to stay active with the CPAA and take on the role of technical support person for the Organization. Mike told members that Dawn will have the position of auditor for the Organization.

Old Business

CPAA Website: www.fttwpcpaa.org - Minutes are being posted to the site instead of being e-mailed. Any issues or questions about the site should be directed to Kerry at webmaster@fttwpcpaa.org. Allowing members to post information to the new site was discussed. This requires members to have a Gmail login account, which not all members have. Kerry will find another mechanism for allowing posts to the site or will take the feature out all together.

Detail Updates:

- Vacation Home Checks: Members may be seeing an electronic survey in their inbox on how to get more people involved in doing checks. Donna is seeing low participation of people who were trained. Part of the low participation is due to recently trained members not having the CPR training. Donna spoke on how members can do a ride-along either with two other members or with a member who has been through the CPR training.

Discussion focused on how to notify volunteers for upcoming home checks: phone call, text messaging, sending an email one week in advance for volunteers, having a volunteer handle coordinating home checks instead of a board member. Donna will send an email out asking how volunteers want to be contacted.

- Medicine Take Back Day: Two CPAA volunteers participated in the detail - Mary and Brian. A total of seven boxes were collected. The outcome of the event was successful. Suggestion made for next time is to use the CPAA banner to recognize the volunteers helping and promote the Organization.

Fairfield Township Citizens Police Academy Alumni Association

- Project R.A.W.C: None reported; Discussion on using the COP car for Halloween next year for distributing candy to kids in the area. It would provide visibility for the Organization.

New Business

Station Update from Commander Oler:

- It has been busy and challenging holding two CPA academies simultaneously. CPA graduations will be coming up shortly. Class 11 will be November 29th ; Class 12 will be December 8th.

Member surveys coming soon: We have been seeing a reduced number of members attending the meetings and less member participation for volunteer details. The Board will be sending electronic surveys for members to complete on different topics (member meetings, volunteering, training, etc.). These will be anonymous surveys. The Board wants to get an idea on what members want and what ideas they have on improving the Organization. Surveys will be coming out within the next couple of months so keep an eye out for them in your inbox.

Uniforms: Discussion ranged from consistency in look for all active members, to what would be considered for informal and formal dress uniforms, to how shirts/polos/pants would be provided to members.

- Charlene brought a navy polo shirt, purchased from JCPenney, with embroidery done by EmbroidME for members to see.
- Mike was fine with the navy polo shirt suggestion but stated we need to decide if all members need to have one correct shirt color or is it okay to use their class shirt color (i.e. tan, navy)
- Craig made a motion for white polo shirts / Commander Oler added JCPenney's St Johns Bay brand.
- Suggestion made for members to pay in advance before order is placed.
- Mary stated to provide members with a dress uniform would cost around \$120 per person. This would take a lot of CPAA funds to supply members with a formal dress uniform and would deplete funds quickly. The Organization would need to find ways to recoup the cost (i.e. fundraising activities).
- A question was brought up how often should shirts be ordered? Once a month? Two times a year?
- Pam recommended the Board put something together on uniforms and get it formalized by the first of the year.
- Newly elected President Brian Gish stated that the Board will work to have this resolved by the next meeting (December).
- Uniform order form needs to be reviewed and revised.
- Charlene will look into long and short sleeve shirts (mens and womens) from JCPenney.
- The Board and Commander Oler will meet to discuss before December meeting.

Upcoming Events:

- CPR Class – Brian will contact Fairfield Township Assistant Fire Chief Ben Bultman.
- CERT Class - Mary will contact Utah Bailey.
- Fundraising Activities – Update from Glenn:
 - SHRED-IT is booked up until the beginning of next year. Glenn will find out what dates are open for next year. Members suggested doing the shred event around mid-summer (July/August time frame). Possibly schedule it with another township event, such as the Township Clean-up day or the Drug Take Back day. Several members voiced that the shred event should take place after CommunityFest.
 - Glenn is checking with Fairfield bowling lanes for a date.
- CommunityFest 2012 – Peggy has contact information on who needs the donation letters sent to them in the November/December timeframe. She mentioned Sam's Club would do donations if they get the letter early enough. Brian is compiling a list of businesses to contact and will get the letters out before the beginning of the year. Peggy will get the list she has to Brian.

Fairfield Township Citizens Police Academy Alumni Association

- Other ideas:
 - Craft shows
 - Do coupons that are for supporting CPAA if used at certain restaurants ; Glenn will check into the restaurant coupon idea as part of fundraising activity
 - Bake sales
 - Could do shred event as a fund raiser
 - For the winter parade, have CPAA members walking behind the COP car with a banner; **Winter Parade takes place Saturday, December 10th.**

Open Forum:

Question was posed on how members can get ahold of Board members if needed. This is something the Board members will discuss.

Mike mentioned that active members should be wearing their ID badges. Members will need to get their new ID (driver license type) card. Suggest having pictures taken after one of the CPAA meetings.

Motion made by Craig, seconded by Linda to adjourn meeting.

Action Items from Meeting:

Kerry will look into another mechanism for allowing members to post to new Organization website or will disable the feature on site.

Donna will send an email out asking how vacation home check volunteers want to be contacted when homes are available.

Charlene will look into the cost of long and short sleeve shirts (mens and womens) from JCPenney.

The Board and Commander Oler will meet to discuss uniforms and finalize.

Brian will contact Assistant Fire Chief Ben Bultman for CPR class.

Mary will contact Utah Bailey for CERT training.

Glenn will find out dates available from Shred-IT and check into restaurant coupon idea for fundraising.

Peggy will send contact list for donation letters to Brian.

Board will determine best way for members to reach them.

Next Meeting: **TUESDAY**, December 6th, 6:30pm at the station