

INDIANA ASSOCIATION OF CERTIFIED ACCIDENT INVESTIGATORS
P.O. BOX 1566, WARSAW, INDIANA 46581-1566

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**Board of Director's Meeting
December 07, 2011 0900 Hrs**

BOARD OF DIRECTORS

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Present: Don Harris, Kip Shuter, Scott Poston, Mike Cox, Phil Nott, David McElhane, Loren Hansford, Mark Helms, Tim Spencer, & Matt Minich.

Absent: Mike Beck, Bill Fullington.

Call to Order: Meeting called to order at 0920 hrs by Vice President Kip Shuter. Minutes of September 14, 2011 meeting were read. A motion to accept was made by Scott Poston, seconded by Don Harris. Minutes approved as read.

Treasurer's Report: Matt Minich reported that he has not yet received a Discover Card bill, so he cannot verify whether everything is paid up or not. The last statement indicated a negative balance of \$101.00 which he can't explain why. Attempts to discuss the various matters with Discover Card have not been successful as they will only speak with Don Harris, since he is the primary card account holder. Current checking account balance is \$3,702.05.

Kip Shuter reported that the Association will have to apply for a new credit card, whether it's Discover or another card, since Harris's name is primary on this account.

Minich inquired about the IRS form 990N – does he need to get that taken care of at the first of the year? The board referred him to Tim Cain for the answer to that question. Motion made by Scott Poston to accept the report, seconded by Phil Nott. Treasurer's Report approved as read.

Old Business:

- Tax Solutions of Fort Wayne completed the needed paperwork for the IRS for the Association's non-profit status; however, the IRS has since demanded additional requirements needed in order to comply with the 501(c) tax exemption. One of the requirements is to have an actual membership meeting in order to vote on the changes to the Association articles. This has to be done by December 22, 2011. Members can vote by proxy, either by email or by fax, but a location and time must be specified for the meeting. Members must be given a 10 day notice before the meeting date. The board suggested having the meeting on Tuesday, December 20, 2011 at the Greenwood Police Training Center, Greenwood, starting at 11:00am. Phil Nott motioned to accept the recommendations, Scott Poston seconded the motion. The board moved to accept the motion and was approved as discussed.

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Old Business, Continued:

- Articles and Bylaws update: The Articles and Bylaws committee worked on the changes to the Association's articles following the September Board of Director's Meeting. Since then, Tim Cain has offered to re-draft the articles. Once done, he will submit it to the committee for review. The entire board will then review the articles prior to moving to accept them.

- Membership: Tim Spencer reported that he is almost finished in separating the county list into equal parts for each director to make contact with. Spencer adv he should have it emailed out by the end of this week. Phil Nott inquired as to what information was needed from the counties? Spencer adv we would need Training officer name, contact info, and email address in order to get notified of training information.

- Dave McElhane reported that postage is going up again as of mid-January, 2012, to .45 cents. By making phone contacts with the agencies to get email contact information, we should decrease the amount of postage spent for agencies. We need to get members to provide email addresses.

- Kip Shuter reported attendance at the seminars in 2011 were poor for the most part, with the exception of June's seminar. We need to think of ways to get the members to the seminars.

- Membership billing: A continuing problem with membership is the fact that members join and pay all year. When should be the cut-off be? After some discussion, the motion was made by Mike Cox to credit a year's membership for those members who join the Association within the last three months of the prior year. Scott Poston seconded the motion. The board moved to accept. Billing will begin in the first week of January, 2012. Dates will be changed to reflect a February 1 to January 31 membership period.

- South director; any interest? As of this date, no one has expressed any interest in becoming a director. The board discussed dissolving the jurisdictional restrictions for the directors. Harris recommended that the requirements be lifted for the jurisdictions and pointed out that the articles and bylaws that do not require this, but recommended that we try and keep the 9 director minimum. The problem remains finding someone who would be interested to do the job. Tim Spencer motioned to change the requirement, Phil Nott seconded, with a change made to the bylaws to reflect the change.

- Status of the IATAI agreement: David McElhane reported not having any additional contact with IATAI as of yet; need clarification regarding what we can offer to them, specifically, seminar and membership fees. We would be willing to offer a free membership in the IACAI with proof

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Old Business, Continued:

of a paid current IATAI membership. We would also charge an Associate member fee for those who attend our quarterly seminars. Motion to make the offer to the IATAI was made by Scott Poston and seconded by Mark Helms. Motion approved as discussed by the board. An email outlining our offer will be sent to the IATAI secretary.

- The September seminar on New Tech and Hybrid vehicles was very good. The November seminar was also very good. Attendance was poor, however, with little membership attendance. September only had 5 billable members; November had 3 billable members.

- Don Harris submitted his official letter of retirement to Kip Shuter after 22 years as president of the IACAI. The Board expressed gratitude to Harris for his years of leadership and experience. The Board presented Don with a plaque from the Association and a gift certificate from the current and past association board of directors.

New Business:

- Association advancements: How about having someone keeping track of changes in the laws going through the house or senate down state? Would the board be interested in receiving updates on traffic law changes? The board held discussion on the matter. Kip Shuter offered to be the point person to monitor these updates and changes. Scott Poston inquired as to whether this activity would violate any PAC laws? The board believes that we could affiliate ourselves with anything so long as we don't affiliate with any one political party.

- With Harris' retirement and Kip Shuter moved into the President's position, Phil Nott was offered, and has accepted, the position of Vice President for the Association. Don Harris motioned to accept Phil as the VP. Mike Cox seconded the motion, with a unanimous affirmative motion was done.

- Because of this change, the board is in need of another director to replace Phil. Discussion was held on possible replacements, with several names being presented for consideration. The board would like to see a more geographically dispersed director pool to pick from, including people from the region. Kip will work on trying to locate possible candidates. The requirements are that they need to be involved in crash investigation.

- Newsletters: We would like to get input from the directors in the form of articles, cartoons, etc, to put into the newsletter. Perhaps one suggestion might be to put an article regarding each director in the form of getting to know your board of directors. This might include why each director wants to serve and include a small bio and a photo.

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New Business, Continued:

- Seminar evaluations: Evaluation summaries for each seminar in 2011 were presented by Kip Shuter. The evaluations included an evaluation for each speaker and the best and worst of the seminars. A list of future training requests was also presented.
- Discussion was also held on possibly building a crash investigation 1, 2, and 3 course to present as a way to promote the association. Another suggestion would be to set up a informational class for firefighters and fire departments. After much discussion, the board chose the following topics for the 2012 calendar year:
 - Seminar Dates:
 - March 28, 2012 Advanced Crash Scene Photography
Location: Greenwood PD (Tim Spencer)
 - June 27, 2012 Motorcycle Crash Investigation
Location: Plainfield PD (Scott Poston)
 - September 26, 2012 Photogrammetry and Diagramming Software
Location: Warsaw PD (Tom Quinn, Kip Shuter)
 - November 28, 2012 Legal Update
Location: TBA (Tim Cain)
 - Board of Directors Meetings:
 - April 25, 2012 0900 hrs
 - August 29, 2012 0900 hrs (Membership Business Meeting?)
 - December 5, 2012 0900 hrs

With no further new business before the board, Harris entertained a motion to adjourn. The motion to adjourn was made by Scott Poston, seconded by Mark Helms. Motion carried; the board meeting was adjourned at 12:02pm, followed by a group photo of attending board members.

Respectfully submitted,

David McElhaney,
Secretary