

10/3/2023 @ 1232 hrs. [ET] – held via Zoom

- **Akiko McClain, President [present]**
- **Amanda DiStefano, Vice President of Administration [present]**
- **Kelly Jones, Vice President of Membership [present]**
- **Christine Garvin, Secretary [present]**
- **Adrienne Hoffman-Lewis, Treasurer [present]**

VP of Administration [Amanda DiStefano]

- **Website**
 - Officially have a website, <https://maraca.org> exists, still a work in progress.
 - Need to provide all the content to the web developer for the start-up [bios/things we want on each page].
 - Bios upload to Google Docs; once all submitted Amanda will provide to developer.
 - Ako will work on some of the content regarding the organization and should hopefully have by the end of the week.
 - Headshots/professional photo
 - Faster we get it sent to developer, the faster website is up and available to members/public.

President [Akiko McClain]

- **Committees**
 - Training coordinator position to be posted [volunteer]
- **Trainings - suggestions**
 - ATF agent did a VCAN webinar – reached out to see about doing a training for MARACA; have not heard back yet.
 - ViCAP – emailed about doing a training, possibly in November.
 - HIDTA – will check to see if they want to host a training, again possibly in November; October may be too soon.
 - ESRI Mid-Atlantic User Training, Philadelphia [PA], December 12-14, 2023 [Adrienne will be attending]
 - Will see about setting up a table to represent MARACA.
 - MARGIN [Mid-Atlantic Regional Gang Investigators Network] training, Hanover [MD], March 17 – 20, 2024 [Kelly will be attending]
 - Will see about setting up a table to represent MARACA.

President [Akiko McClain] - continued

- **General Updates**

- What do we send to members vs. non-members?
 - Suggestion: 2 separate list serves [emails]
 - Members, non-members, LE vs. Non-LE
 - Student interest
 - Reach out to colleges; try to get the students/perspective analyst attention.
 - Create another distribution list.
- Perhaps create another volunteer position to assist with emails.
- In December, will send out another email blast about becoming a member of MARACA and what we offer, specifically upcoming trainings.

Treasurer [Adrienne Hoffman-Lewis]

- **Treasurer's Report**

- Bank account balance: \$510.97
- Registered agent fees - Adrienne has been paying, this is her donation to MARACA.
- Need to double check with PA filing, non-profit federal before end of year.
- Square account – can take credit cards [w/ square reader]
- No Venmo

VP of Membership [Kelly Jones]

- **Membership Report**

- IACA spreadsheet with everyone's renewal dates to be emailed to executive board.
- Current membership
 - 25 IACA already members [does not include new members]
 - Only charged for new IACA members, not those with existing IACA memberships
 - Current board members IACA memberships, need to get clarification from IACA.
 - Need to send a reminder out to members to pay outstanding membership invoices.

Secretary [Christine Garvin]

- **Meeting Minutes**

- Making them more official – like IACA Exec. Board minutes with a header
 - Do we want to include a treasurer report?
 - Simply funds: balance, incoming & expenditures
 - Membership report
 - Current standing, any increases

Secretary [Christine Garvin] - continued

- **Timeline**
 - Creating a timeline of MARACA development/milestones
 - 10/28/2022 – IACA Webinar, Starting a Regional Crime Analysis Association
 - 11/14/2022 – first virtual meeting
 - We have come so far in less than a year, proud of everyone!
- **2024 Calendar** (would like to work on putting together a tentative schedule)
 - Executive Board Meetings
 - Currently Quarterly [1st Tuesday after Quarter end/year end] – does that give everyone, specifically Treasurer enough time to pull financials???
 - Decided on second Tuesday after Quarter end for Executive Board Meetings
 - 1/9/2023 [2023 Year End], 4/9/2024, 7/9/2024, 10/8/2024, 1/7/2025 [2024 Year End; **this is the exception & will be 1st Tuesday of the month*]
 - Include upcoming Trainings [both MARACA hosted & other trainings available]
 - IACA Conference
 - Las Vegas, NV – September 16 – 20th, 2024
 - Suggestion to add the calendar to the website.
- Training Certificates – MARACA
 - Any trainings we host, create a certificate template for attendees to receive upon completion.

Meeting ended @ 1300 hrs.



Secretary

10/03/2023

Date