

7/9/2024 @ 1230 hrs. [ET] – held via Microsoft Teams Mtg

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

(Past) President [Akiko McClain]

General Updates:

Previously discussed with Danielle, about co-hosting a training with NYALEIA – virtual, 2 presenters in AM and 2 presenters in afternoon; hopefully in the fall – will follow up with her.

Trainings

- July Lunch & Learn: Crime Prevention with Risk Terrain Modeling [RTM], Thursday, July 11 12pm – 1pm
 - DeNeisha had asked about someone setting up the Teams meeting invitation.
 - Do we need someone to do an introduction, or will DeNeisha do that? DeNeisha will handle.
- Kelly, prior to this meeting, suggested a training, Maryland School Safety Unit, to talk about their tip line and maybe trends seen in schools; knows the analyst that works there and will check to see if she is interested in speaking on this topic. This would be good for August Lunch & Learn session, to coincide with schools starting.

VP of Administration & Acting President [Amanda DiStefano]

Transition from Ako – need to sit down with Ako to go over duties; trying to figure out how to take over President duties; Ako & Amanda will chat offline.

VP of Membership [Kelly Jones]

Membership & invoices – continued issues with IACA invoices and dual memberships

Treasurer [Adrienne Hoffman-Lewis]

Treasurer's Report

- Bank account balance: \$760.50
 - Paid PO box, \$84– paid in June [good for year]
 - Registered Agent fee, \$125 – paid in June [good for year]
- 2023 Tax Filing – no updates
 - PA tax filing, still need to get clarification.
 - Federal 501C

Secretary [Christine Garvin]

RAC [Regional Associations Committee]

- **Monthly Chats & Basecamp**
 - These are extremely helpful to hear how other associations are dealing with issues, hosting training/conferences, membership, etc
 - May: advanced membership, June: conferences, July: treasurer [date TBD, need someone to head up the topic; I offered to be the note taker for this meeting]

IACA Conference

- Las Vegas [NV] 9/16/2024 – 9/20/2024
- Executive Board Members attending: Christine & Adrienne
 - MARACA merchandise from Ako – Adrienne will get in 2 weeks.
- Buttons/pins for conference design
 - Forward the website to Adrienne and she will order the buttons since she has the MARACA credit card – need @ 100, based on other association recommendations.
 - Discussed emailing the designs out as a poll to the members.
 - Ako – said she will send it out as an email survey.
- RAC room will be shared with the Internationals.
 - Will be in the Chablis room; should have room for at least 1 rep & ½ table swag [like last year]
 - Access to room during Sunday evening & Monday morning registration; plus, optional during the Monday breaks but these breaks are quite short.
- RAC All-Hands get together - this is open to the RAC rep and Regional Associations Board members.
 - Scheduled for Tuesday during the Lunch-On-Your-Own [1230-1400hrs]; Erin is still exploring options to host a lunch, but has the room reserved in case that doesn't pan out.

RAPP [Regional Associations Perk Program]

- \$445 training voucher available per association per calendar year
 - Can be used towards one 12-week on-line or in-person training OR applied and credited towards IACA conference registration fee for same calendar year [if awarded after June 30th, gets applied to the following year's conference]
 - Other associations have people write an essay, fill out a survey, attend a meeting [entered in a drawing] etc to possibly “win” this perk.
- \$50 for IACA swag/store items, store website: <https://international-association-of-crime-analysts-inc.square.site/s/shop>
 - Other associations use these items as “door prizes” or raffle items at in-person trainings/conferences to help increase attendance.

MARACA Gmail account

- Emails – been cleaning up the email account; numerous “spam” emails being generated from our website; been responding to interested parties; created numerous sub-folders to keep our inbox cleaned up.
 - Ako & Amanda will look into the website to see if there is a way to reduce the amount of Spam being generated.
- General email response?
 - Other associations have a general response or welcome letter/email. Can we create a general email response to those interested in MARACA and getting more information? Email responses are currently being sent to include our website and the link to the form to join. Would like to see a general welcome/thank you for reaching out type of response that explains what we do, offer, and the cost of joining, etc.
 - I will work on creating a template for this.

Membership question

- Are we assigning members id #'s?
 - Ako thought the invoice # was the members ID# however some of us have not received an invoice so no number assigned.
- Are we, the executive board listed on the member list?
 - Ako thought we were however Amanda, Adrienne and I stated we are not listed as members; need to clarify this and get the members list updated with everyone.

Trainings

- If not already in existence, can we create a list of trainings we have hosted, the contact person, any feedback on the training topic, etc.
 - This can be used to aid other associations when they ask for training topics, etc.
 - Or if we want to re-visit the training topic again in another year or two

Elections – 2025

- Error in Bylaws discovered & needs corrected/amended.
 - Our current Bylaws, Article VI [Election of Officers], Section 2 [Terms of Office] states “Executive Board members will be elected for two-year terms. Elections for all executive board members will occur in odd numbered years” *HOWEVER* this contradicts Section 3 [Electoral Process] “Elections will be supervised by the Secretary during odd-numbered years and by the Vice President of Membership during even-numbered years.”
 - Agreed that the entire executive board should not be up for election/re-election in the same year.
 - Section 2 [Terms of Office] amended to reflect: **“Executive Board members will be elected for two-year terms. Elections for the Offices of President, Vice President of Membership and Treasurer will take place in odd numbered years. Elections for the offices of Vice President of Administration and Secretary will take place in even-numbered years.”**
 - Updated Bylaws to be sent with meeting minutes & updated on our website.

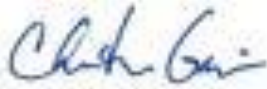
IACA Renewal/Prorating Issues

- Discussed having a separate call with Kelly regarding this matter: 7/17/2024 1100 hours

Next Executive Board Meeting: 10/8/2024 at 12:30pm, virtual

In-person or Virtual Executive Board Meeting: December, date/time TBD, Will discuss 2025 tentative dates for meetings, trainings, election process, etc.

Meeting ended @ 1315 hrs.



Secretary

4/9/2024

Date