

CASRO Board Meeting

May 21, 2007

Johnstown PD

(Meeting notes taken by Craig Mansanares)

1. **Present:** Rebecca Johnson (Summit County SO), Michelle Leschinsky (Fort Collins PD), Lanissa Blevens (Commerce City PD), Alan Bacarrela (Colorado Springs PD), Ingrid MacDonald (Colorado Springs PD), Ken Balltrip (Johnstown PD), Juan Pacheco (Denver PD), Craig Mansanares (Longmont PD)
2. **Meeting was called to order at 10:55 am.**
3. **Meetings:** Next Meeting scheduled June 4th, 2007 at 1311 W. 46th Avenue (Denver PD-District 1 Station)
 1. Tentative Meeting for “of the Year” awards selection June 25 at Johnstown PD
 2. Meeting in Grand Junction on Sunday, July 8, 2007 around noon. (Final prep for conference.
4. **Financial Report-** Michelle passed out a spreadsheet with financial transactions and balance. The balance as of May 16, 2007 is **13,121.81**. Juan Pacheco brought up the issue of needing a bill for his department for the conference. The discussion followed as to the benefit of CASRO membership. Alan Bacarrela asked about the possibility of a management company managing CASRO’s day to day business to include newsletters, fund raising, training set up, and correspondence. He also brought up the SOS (Secure our Schools) grant. Rebecca committed to looking at it this weekend to determine if she can work on the grant to help with conference expenses. The grant is due in mid June.
 1. As of Friday there are **34 paid CASRO members**.
 2. As of Friday there are 20 paid conference registrations.
 3. Rebecca stated the hotel room numbers for the conference are to date:
Sunday – 20 booked
Monday – 39 booked 11 available
Tuesday – 41 booked 9 available
Wednesday- 40 booked 10 available
Thursday – 36 booked 14 available
5. Lanissa pointed out a problem with the link to the hotel. The hotel reservations automatically reserved from Sunday through Wednesday nights, instead of Monday through Thursday. Rebecca called Jane at the Doubletree and corrected the problem. As suggestion was made to send out an e-mail to explain the mix up and have them check their reservations.
6. **Website:** Rebecca updated with Mike (webmaster) the mission statement. It is now consistent with all of our correspondence. She stated the conference “flashy box” is at the bottom of the page instead of at the top on the right hand side. It turns out that Rebecca is the only one having the problem. The comment arose about being able to set up a credit card payment option. The administration fees for usage is still an issue. Michelle will contact Bank of the West to see if they provide this service.

7. **SRO/Admin of the Year:** There has been one nomination so far. Rebecca reminded that we will stick to the deadline date for consideration of any awards. Lanissa suggested we remind them to utilize the format on the website to create a document that can be e-mailed to Rebecca for consideration, rather than using regular mail.
8. **Conference:** The board approved Craig looking at flying Dr. Zila to Grand Junction for Tuesday morning (opening speaker). Ken Balltrip moved to allow CASRO to pay up to \$300 for a flight to get him out there. Rebecca second. Unanimous vote. Craig will try and get the flight donated or payed for by donations. Steve Dunivan will be leaving the Delta PD, but will still try to help with the conference. Steve advised that Cameron Dole from Grand Junction PD will be our local contact. Rebecca needed to check on the park reservation for the conference. Craig made the recommendation to have the barbeque catered by Vance Johnson's barbeque in Parachute. Ken advised he will attempt to make contact with "VJ" since he is a family friend. (See sponsorship discussion below). Rebecca advised there is a vendor who is willing to sponsor the Family barbeque. Alan motioned to allow Mike Shepherd from "SWAT" to set up for demonstration at the family barbeque in exchange for a minimum \$500 sponsorship. Ken Balltrip second. Unanimous passage. Rebecca asked how we wanted to handle vendor sponsorship. After discussion, it was agreed upon to allow co-sponsorship for barbeque for a flat fee of \$500. The theme for the barbeque is a "tailgate party with your favorite team jersey." Rebecca will contact Grand Junction for a color guard for the opening. Rebecca made a motion to include an acknowledgement page for people and organizations in the conference packet. Ingrid second. Discussion from Alan suggested we also include a letter for people like Cameron who stepped up to make their departments aware of their commitment. Voted upon and passed unanimously. Lanissa recommended we send an acknowledgement letter to all the presenters after the conference. It was recommended that the closing speaker be a comic or something funny rather than motivational. Michelle offered to allow all correspondence to go through her to schedule it, so we are not double booking or there are any miscommunications. Next year's conference is tentatively set for Fort Collins. Rebecca mentioned that hotels from Summit County have contacted her to bring it back to Breckenridge. Rebecca wants us to have dates known for next year's conference, but have at least three options for location to let the membership decide at this year's conference.
9. **Waiver of Membership Fee:** Rebecca motioned to allow Scott Pierce and Sandie Taylor of Longmont PD to attend the conference at the membership cost, but let them join CASRO in August. Ken second. Motion passed.
10. **Elections:** Alan suggested we conduct elections one more year at the conference and be much more organized for next year to conduct it as suggested by membership. Rebecca suggested we nominate again at the conference. Alan will handle the election process this year. Here are the positions open for this year:
 1. Vice-President – currently Ingrid MacDonald –voted in
 2. Northern Rep – currently Ken Balltrip – appointed
 3. One Metro Rep- currently Lanissa Blevens – voted in

4. One Southern Rep – currently Jason Blanscet – voted in
 5. Treasurer – currently being filled by Michelle Leschinsky
 6. I will check the website for confirmation
 7. Western Slope Rep was filled by Steve Dunivan during the last conference and is not up for election until an even year election. The position will be vacated by Dunivan prior to the conference.
11. If you are either nominated or appointed by the President, please get a letter of commitment from your department for the two year commitment.
 12. Conference expenses: Rebecca discussed the spread sheet of costs for the hotel. The hotel still shows a cost of \$1,487.50 for the barbeque, even though they are not providing the food. They also show 1,000 for internet service which is probably not needed. A board retreat catering cost of \$1,785 occurring on Sunday. Also a cost for printing, copies, etc for \$1,250. Rebecca is going to check on these costs. Minus the above costs, the conference will cost us about **\$18,675.60**

Rebecca requested a check for the last board meeting in March in Summit County which she paid for on her own. She was unable to locate the receipt, but will request a copy from her bank. The lunch was on March 16 at Fiesta Jalisco for about \$50. She also requested a reimbursement for the conference registration for Wanda Wilkerson of Summit County SO, since she will not be able to attend the conference. Michelle gave both checks to Rebecca.

The meeting was adjourned at approximately 14:50 hours.