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**Meeting Agenda: Board Meeting**  
**Meeting Information: Conference Call**

**Date: February 28, 2023**  
**Time: 4:30pm**

**Conference Call # 267-807-9598**  
**Access: 154976636#**

- 1. Call to Order**  
President Cathy Johansen
- 2. Attendance at meeting:**

**Officers**

- Cathy Johansen**  
President  
*Peekskill PD – retired*
- Vacant  
Vice President
- Gina Cocchiara**  
Membership Secretary  
*Bethlehem PD*
- Kimberly Shappy**  
Recording Secretary  
*NYSP*
- Nichole Weston**  
Treasurer  
*NYSP*
- Diana Pizzuti**  
Immediate Past President  
*NYPD - retired*

**Board of Directors**

- Leigh Bishop**  
*Queens County District  
Attorney's Office - former*
- Deborah Campbell  
*NYSP – retired*
- Susan Deshensky**  
*MTA PD - retired*
- Anne Fitzsimmons**  
*White Plains PD - retired*
- Mary Hansen**  
*New Castle PD - retired*
- Joanne Jaffe**  
*NYPD - retired*
- Meredith Kaiser**  
*Glenville PD*
- Nzingha Kellman**  
*MTA PD*
- Arianna Komninos**  
*NYS DOCCS OSI*
- Barbara Lark**  
*Buffalo PD – retired*
- Margaret Ryan**  
*Dryden PD – retired*
- Arlene Sabo  
*SUNY Police - retired  
Vassar College Security*
- Jennifer Sterling**  
*NYPD – retired*
- Rebecca Thompson  
*Syracuse PD – retired*
- Melanie Cardin  
*Legal Advisor*
- Darcy Wells  
*Public Relations /  
Communications Advisor*

- 1. President's Report: Cathy Johansen**
  - VP position – discussion

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- Protocol

Mary advised she would like to talk further to Cathy regarding same

- Accountant for Taxes

Looking for a new accountant to do our taxes and file our required forms

Arianna had two firms she forwarded to Nicole, Nicole has one who will charge \$650, and Kim will be getting another

For reference Mary's involved in a NFP and they are charged \$550/year

We'll need to file an extension more than likely, but accountant should be doing that.

Would like new accountant established by Mid-March

Send another further info that may help directly to Nicole

- Moving forward as an organization

Committees are supposed to have 2 meetings per year

Need to get back into completing requirements & having events for our Regions

- Website/Send in Blue discussion

Cathy familiarized herself with & completed some upgrades on the Website

Send in Blue – not going to purchase business account, do not believe there is a current need

- Membership cards/pins/welcome letter

Membership cards finally received - Gina, Nicole and Kim will complete stuffing and sending in March

Kim requested to purchase more self-addressed stamped envelopes

MOTION by Cathy to buy self-addressed stamped envelopes – seconded Nicole

No one opposed – motion approved

## 2. Vice President's Report: (vacancy)

## 3. Immediate Past President's Report: Diana Pizzuti

- Vice-president role

Proposing standardization – after conference transition from one President to another info gets lost and is disorganized

Speaking / Vendors / invited guests: collecting of contact data, their agencies, and their bosses – (may be a deterrent to request bosses' info)

Suggested VP be the conference liaisons for keeping this data and oversight over the conference and conference committee – Bylaws already state oversight of committees is a duty of the VP

Suggest Thank You letters be signed by new President (VP) and Conference Chair, and they get sent via email

No opposition vocalized on the call – this clarification should be put in catalog of motions

Attempted to organize a Women's History Month virtual training – speakers contacted were not available so each region should try to plan something; a training, networking, recruiting, etc. event

## 4. Membership Secretary's Report: Gina Cocchiara – not on call

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**5. Recording Secretary's Report:** Kimberly Shappy

- Minutes  
**MOTION** by Cathy to approved last meeting minutes – seconded Nzingha  
No one opposed – motion approved
- Conflict forms  
Couple members have not submitted – emails sent, please get those in asap

**6. Treasurer's Report:** Nichole Weston

a. **Primary: \$6,624.95**

b. **Conference: \$26,056.93**

Confirmed all 2022 Conference charges have been paid/received

**7. Communications Director:** Deborah Campbell – absent

- 30x30 letter to Gov. Hochul (update by Kim S)  
DCJS recommendations on format and citation of document - being worked on by Kim & Deb

**8. Legal Advisor:** Melanie Cardin – not on call

**9. Public Relations / Communications Advisor:** Darcy Wells – not on call

**10. Committee Updates:**

**Community Service:** Gina Cocchiara / Susan Deshensky

No updates

**Conference – 2023:** Cathy Johansen

- Pay deposit  
Will get it paid next week
- Signed addendum to secure more rooms  
Unsure of maximum number – easily provide for 300
- Many potential speakers – now looking to balance training/wellness/retiree ideas  
Must submit speaker recommendation sheets  
We have 11 potential speakers - no more wellness or suicide prevention type presentations needed; more actual training session speakers needed
- Keynote possibilities  
Send any ideas to Cathy
- Sponsorships  
Don't overlook Community Banks & Credit Unions, Sponsorship forms have been sent to everyone
- Mid-year at Conference Location? – Cathy will get dates and put them out for a Board poll
- Mary looking into a journal company

**Membership:** Joanne Jaffe / Leigh Bishop

Passing out membership pamphlets at numerous events and to different agencies & organizations.

Nassau County possibly putting something in their newsletter - still waiting on confirmation

If Membership lists are needed for your Region contact Gina

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**Program Coordinator:** Kimberly Shappy

Newsletter: Anne Fitzsimmons

Able to send out newsletter now from new website on her own

Training/Leadership: Gina Cocchiara – not on call

**Technology:** Margaret Ryan – not on call

**11. Regional Updates: (Regional Directors)**

**Capital:** Arianna Komninos

End of March – Member Recognition Dinner for Women’s History Month

Planning an event for April also

**Central:** Rebecca Thompson – not on call

**Southern:** Mary Hansen

Elks Club Bingo – in the process of confirming this social event for Thursday 3/23

**Western:** Barbara Lark

Hoping to finalize an event for the week of St. Patrick’s Day

**12. New Business:**

**13. Adjournment:**

Next meeting fourth Tuesday of March (28<sup>th</sup>)

Poll of what time is best will be going out since numerous members advised 4:30pm is not an ideal time.