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Meeting Agenda: Board Meeting

Meeting Information: Crown Plaza – Suffern/ 12th Annual Training Conference

Date: Tuesday, October 3, 2023/ Wednesday, October 4, 2023

Time: Begins 5:30pm

Conference Call # 267-807-9598

Access Code: 154976636#

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

Officers

Board of Directors

Cathy Johansen
President
Peekskill PD – retired

Meredith Kaiser
Vice President
Glenville PD

Gina Cocchiara
Membership Secretary
Bethlehem PD

Kimberly Shappy
Recording Secretary
NYSP

Nichole Weston
Treasurer
NYSP

Diana Pizzuti
Immediate Past President
NYPD - retired

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

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

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1. President's Report: Cathy Johansen
 - a. Annual Review of Bylaws
 - **Motion to approve with only minor grammatical error corrected Motion seconded, all in favor, none opposed or abstained**
 - b. Reviewed Elections Process for Board Members
 - **Board Members to vote on Committees & Board of Officers tomorrow morning**
 - c. **Confirmation of resignation of Board Member Leigh Bishop and during this meeting received resignation letter from Board Member Jennifer Sterling.**
 - d. Maura Gagan expressed her willingness to take on Treasurer responsibilities - does need to be a Board Member can be appointed.
 - **Motion to appoint**
 - **Motion seconded, all in favor, none opposed or abstained**
 - e. **KeyBank signature updates required: President, VP & Treasurer**
 - f. **Board of Officers interest:**
 - **Vice President - Gina**
 - **Recording Secretary - Kim**
 - **Membership Secretary - Gina w/Nichole assisting/learning**
 - **any other interest advised before tomorrow morning**
 - g. **Meredith with continue updated to Catalog of Motions until her updating is complete then turn over to VP.**
 - h. **Regional Director interest for 2024:**
 - **Western – Barb**
 - **Central - Margaret willing to help new board member Erika**
 - **Capital –Arianna? - will inquire with her tomorrow**
 - **Southern - Mary? - will inquire with her tomorrow**
 - i. 2024 Conference Chair/location
 - **Board choose Capital due to no help or interest in Central after survey was conducted to determine same.**
 - **Kim will advise Mame to complete RFP for capital region**
 - j. Should we have a standing committee for the Conferences?
 - **Board agreed this should be implemented**
 - **Should be under Program Coordinator**
 - **if interested let Kim know**
 - k. Anthony Drago will be attending meeting on Wednesday, 10/04 to discuss website.
 - l. **Board Member video with what motivated us to want to become involved in the organization and board is still being developed.**
 2. Vice President's Report: Meredith Kaiser
 - a. Catalog of Motions update
 - **Currently at 2017 and has incorporated a key. As she continues the revamp she will continue to update and turn over to VP as soon as the revamp is complete.**
 - **Plans to discuss in her President's speech how joining the Board can be intimidating but should think about joining because the Board is welcoming.**
 3. Membership Secretary's Report: Gina Cocchiara
 - a. Breakdown of membership
 - **Total: 342**
 - **Capital - 66**
 - **Central - 38**

Southern –189
Western - 47
Out of State - 2

- b. Recruitment Card Unveiling
- 4. Recording Secretary's Report: Kimberly Shappy
 - a. **Motion to accept 9/28/2023 Conference Update Meeting Minutes**
 - **Correction: stated no was from Central was on but Margaret was present had to leave call early**
 - **Seconded, all in favor, none opposed or abstained as long as above correction is made (corrected minutes attached)**

QR code \$10 discount code for membership during conference – will be on every table

- 5. Treasurer's Report: Nichole Weston – from Friday (9/29)
 - a. **Primary: \$4,715.82**
 - b. **Conference: \$82,595.94**
 - c. **Yearly account balances and transactions attached for Board review**
 - **Larger font conference budget**
 - **Smaller font Org expenses**

Transactions since Friday:

- **Check: The HOPE for Youth Foundation – calendars for conference attendees - \$1,950.00**
- **Amazon: Refund - \$25.96**
- **WePay: Refund - \$217.29**
- **WePay: Conference Reg \$1,004.70**

Refund for Conference Reg: should we implement a 24 – 48-hour cancellation fee and still give refund just not full? – Further discussion for next year's conference

Stripe comes into general fund and then if conference related has to be transferred into Conference account – lost money is general funds due to this

RegFox – WePay all charge fees

Belief we can't take money out of conference account to put into general because it would be misappropriation of funds need Melanie to verify.

Fundraising for the organization? – No product due to tax implications

Could look to have organizations sponsored not just for conference – further discussion needed

- 6. Immediate Past President's Report: Diana Pizzuti – absent
- 7. Communications Director: Deborah Campbell – absent
 - **She will put a press release out and possibly get News12 here on Friday**
 - **Joanne will be point person if interview requested**
- 8. Legal Advisor: Melanie Cardin – absent

9. Public Relations / Communications Advisor: Darcy Wells – absent

College student who interned for a County Agency downstate requested we sent a survey she created out to our members and conference attendees – send to board to vet first then can send out

10. Committee Updates:

Scholarship: Kim Shappy

IACP award winner – **will announce at Annual Member Meeting**

Community Service: Gina Cocchiara – **no updates**

Conference – 2023: Cathy Johansen

Charities:

Support connection – free service to women suffering cancer 501c3

Friends of Karen – 501c3 supports families of children with terminal illnesses – especially siblings

Hope for Youth – 501c3 sells calendars Hudson valley photos w/weather forecasts

Children’s charities - purchased for attendee gifts

Conference rundown

MTA color guard

Pledge – please remain standing

National Anthem

Then color guard proceed out after

House keeping

Announce Board

Election Process

Introduce each candidate to share a couple words

Explain lanyard colors & folders

Group Picture – clarify uniform situation

Welcome Reception

Hotel Restaurant will be open and serving dinner – reservations

Breakfast – vouchers 6:30am – 8:30am

Can bring breakfast into conference room

Yoga – Thursday back patio (alcove if needed)

Speakers – respect

Breaks 10am & 3pm

Working lunch at noon

- Required to have an annual meeting then will break into regional meetings

Banquet – swearing in while attendees are eating salads

Strengthening the role of women in Law Enforcement throughout New York State

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- Mention raffle tickets advise Friday morning and 50/50 Thursday night at banquet must be present, give to friend if not there or someone in region (same color lanyard).

Need board members to present speakers:

Keynote – Cathy

We won't sell our 50/50 until Thursday because Support Connection is selling theirs Wednesday

Welcome Reception – Kim Welcome VIPs

Morning start 8:30am breakfast w/9am start

Budget overview – estimates if it doesn't say tax & gratuity

Two Sponsors pending but good for it: Peekskill and White Plains PBA

230 drink tickets \$7 price – probably be less

Banquet food – 210 attendees

DJ - \$300 plus \$100 tip

Attendees' gifts including water

One speaker needs a room

One speaker to reimburse mileage (GSA ? cents per mile)

Speaker gifts – glasses & portfolio

Signage: purchased some and some we had in storage

Badges - estimate per Gina approx. \$200

Casey email group photo after conference to attendees

President glasses – 3 to cover last year (never given) and next year

Attendee gifts – collapsible reusable bag w/strong women saying on back and logo on front

Checks – DJ, AV, Courtney Albert speaker mileage & Hotel will invoice

Membership: Joanne Jaffe

Push throughout conference we broke 300 would like 500 by next year

Program Coordinator: Kimberly Shappy – **no updates**

Newsletter: Anne Fitzsimmons

Training/Leadership: Gina Cocchiara

Technology: Margaret Ryan - **no updates**

11. Regional Updates: (Regional Directors)

Capital: Arianna Komminos - absent

Central: Rebecca Thompson – **new Director Becky did not run for Board**

Southern: Mary Hansen - absent

Western: Barbara Lark – **working with Amanda & Trini on getting them involved in the Western Region**

12. New Business:

- a. Corn hole Tournament Coordination Team Debrief – Kim/Gina
- **went well and everyone enjoyed themselves**
- b. Zoom Training – Joanne
- **Sue has paid Zoom account if needed**
- **Joanne will announce at conference occurring in January and advise is a member benefit**
- **Like to record and put on member side of website**
- c. Online clothing vendor – Meredith
- **Vendor would set up site that he sells clothing with our logo w/a \$125 set up fee will close it down and reopen without further cost when we wish.**
- **Questions Board has: Secure site? Login?**

13. Election of Officers – results to be formally announced at Annual mtg.

Regional Directors and Committee Chairs tabled until next meeting in November

14. Adjournment: **8:53pm**

Wednesday, October 4, 2023 at 9:15am

Attendance changes from yesterday: Arianna Present, Anne & Arlene absent

Board of Officers – none contested, all appointed

- **Vice President - Gina**
- **Recording Secretary - Kim**
- **Membership Secretary - Gina w/Nichole assisting/learning**
- **Active swearing in at Banquet**

Adjourned 9:18am