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Meeting Agenda: Board Meeting
Meeting Information: Conference Call

Date: Monday January 27, 2020

Time: 12:00pm – 1:00pm

Number: 515-604-9099

Access PIN: 154976636#

1. **Call to Order**
President Deborah Campbell
2. **Attendance at meeting:**

Officers

Board of Directors

Deborah Campbell

President
NYS - Retired

Nzingha Kellman

Vice President
MTA PD

Arlene Sabo

Recording Secretary
SUNY Police – Retired
Vassar College Security

Jennifer Sterling

Membership Secretary
NYPD

Madeline Bay

Treasurer
NYS University Police
Binghamton

Kimberly Shappy

Immediate Past President
NYS

Kim Beaty

Buffalo PD – Retired
Canisius College Public
Safety

Anne Fitzsimmons

White Plains PD - Retired

Lindsey Giles

Onondaga County
Sheriff's Office

Joanne Jaffe

NYPD - Retired

Neely Jennings

NYS

Cathy Johansen

Peekskill PD - Retired

Barbara Lark

Buffalo PD

Diana Pizzuti

NYPD - Retired

Casey Quinlan

NYS Attorney General
Office

Margaret Ryan

Dryden PD - Retired

Rebecca Thompson

Syracuse PD - Retired

Melanie Cardin

Legal Advisor

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1. **President's Welcome:** Deborah Campbell
 - a. **Welcome to returning Board member Kim Beaty**
 - b. **Mid year meeting NYC - Possible dates- Joanne/Diana** – They are looking at either April 23-24 or April 30-May 1 for a meeting in Manhattan. Deb will email the board asking for preference for the dates to come to a consensus.
 - c. **Conflict of Interest Forms for Board members** – if you have not done so already, please send your Conflict of Interest forms to Arlene. If you need a copy, contact Arlene.
 - d. **Need a short write up for 2019 conference for website** – Casey and Margaret will write up something about the conference to post to the Website.
 - e. **Inventory of pins (regional reps)** – Several members have pins. Deb would like an accurate count – to determine if we need to buy more, and then so they can then be given to the Regional Reps to distribute to members. Email Deb with your numbers, if you have pins.
 - f. **Thank you notes** - Deb is in the process of sending thank you notes to Conference Sponsors. Looked for contact info for the Lanza Family Foundation. Cathy has that info and will get the info to Deb.

 2. **Vice President's Report:** Nzingha Kellman – Nzingha was contacted by Margaret Sullivan, of Walden PD. She is an Episcopal priest and the chaplain for Walden PD and attended the conference. She is willing to be NYWLE's chaplain, if we are interested in that position. Deb suggested this be on the agenda at the mid-year conference. Nzingha emailed the board with Ms. Sullivan's information.

 3. **Recording Secretary's Report:** Arlene Sabo N/A

 4. **Membership Secretary's Report:** Jennifer Sterling (N/A) Casey Quinlan
 - a. **Status of welcome letters to new member** – Welcome letters will be sent out later this week, along with the 2020 cards. Current membership: Capital:33, Central: 35, Southern: 59, Western: 29 and out of state: 2. They went through old/unpaid member and purged 78 from the files. They suggest sending out an email blast to members to renew/pay/join, etc. Joanne stated that they ID'd about 200 former members – they were members between 2016-2018 – and will be asking them to rejoin, sending new applications, etc.

 5. **Treasurer's Report:** Madeline Bay
 - a. **Primary: \$11,905.30**
 - b. **Conference: \$14,393.42**
 - c. **Recent Bills paid:** Mt. Vernon Insurance Co., USPS (postage, envelopes), Staples (new check registers), Membership cards, Capital Region event.
 - d. **Update on on-line/Square issue:** problem occurred with someone using Square getting forwarded to a FB page. Mady checked with Square. Square was not designed for use with Internet Explorer. Margaret has updated the NYWLE website to let users know to use Chrome or Firefox – NOT Explorer when using the link to Square to pay for dues or conferences, etc.
 - e. **Audit needed:** Need someone to go over books with Mady – Nzingha as VP – to assure all are proper. Deb suggested we do this at the mid-year meeting.
 - f. **2019 Conference:** All bills have been paid. All attendees have paid. Still waiting on 2 sponsors to pay: Motorola (\$2000) and Hudson Hospitality - Lanza Family Foundation (\$500). Not mentioned during meeting, but FYI
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from Mady: Cost: \$59,701.16 Income: \$51,781.00 (including outstanding sponsorship)

6. Immediate Past President's Report: Kim Shappy

- a. **Storage unit for conference supplies** – Kim checked out a few companies. Will go with one that is \$71 per month, including insurance and a gated facility. First 2 months only \$41. There is a non-refundable \$25 fee. We agreed this would work best for storing Conference materials and any other paperwork or historical items we have. It is in the Albany/Westgate area. Mady will work with Kim to set up payments.
- b. **Not for Profit Packet/System of checks and balances**
- c. **Other items** – working on a member manual. Contact Kim if you have any questions.

7. Communications Director: Margaret Ryan

- a. **Update on website** -the site has been updated as much as possible, working with Anthony Drago. Logo will be updated, too. Casey mentioned the possibility of using domain name email addresses for the organization instead of gmail. There would be a cost (possibly \$15/month?), but advantages. This will be checked into further.

8. Legal Advisor: Melanie Cardin

- a. **Information about 501 c 6 status** – N/A

9. Committee Updates:

Community Service: Diana Pizzuti – NY Dance Marathon received \$274 from members at the conference. They sent a thank you note to NYWLE. She is working on southern region events.

Conference – 2020: Barbara Lark/Kim Beaty

- **Update on conference** – Looking to get Western members involved from Rochester (including University of Rochester) and Buffalo areas. Members were sent packets about the conference. Casey will send Barb and Kim lists to make sure they have all member contact info.

Membership: Joanne Jaffe / Casey Quinlan

- **2020 membership drive** - see above. Looking to get more regional events to include membership drives.
- **Outreach to past NYWLE members** – Joanne – see above.

Program Coordinator: Kimberly Shappy – Send Kim any events you have planned, as well as letting the Board know. Encourage members, and Board, to attend events outside your region, if possible, too.

Website/Technology: Margaret Ryan; Casey Quinlan (Help from Lt. Deras) – See above.

10. Regional Updates: (Regional Directors)

Capital: Kimberly Shappy / Casey Quinlan

Had their post-holiday event – went very well – new faces, good discussions and participation. Calendar: Feb 1 – Chowderfest in Saratoga, Feb 14 – Yoga, chocolate and wine, March – Women’s History Month, April – HH Ranch? – help needed to open up camp, May – Mesothelioma fundraiser, August – Membership drive. Possible events – fundraiser for Ronald McDonald House and a cooking class.

Central: Rebecca Thompson N/A

Southern: Cathy Johansen – March – Women’s History Month, April – Rock of Ages show scheduled , Expo Event in Peekskill in August, could add a membership drive there. Casey mentioned the possibility of doing joint Capital/Southern region events for those in the middle of those areas.

Western: Barbara Lark – March Women’s History Month, mentoring programs in Buffalo. Kim B mentioned student involvement at Canisius College

11. New Business: Deb mentioned that they are trying to get a secure website for PowerPoints and other materials from the Conference to be available for members. Hopes this happens soon.

12. Adjournment: Next meeting: Monday, February 24th at 12pm. Meeting adjourned 1257.