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Meeting Agenda: Board Meeting
Meeting Information: Conference Call

Date: Monday February 24, 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
NYSP - 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
NYSP

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

NYSP

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

1. President's Report: Deborah Campbell

a. Mid- year meeting NYC - Dates- April 30-May1st

i. Joanne/Diana- report on possible details

30th : 12pm -6pm meeting followed by dinner

1st: 8am – 12pm meeting followed by optional event

There are 3 sites currently identified as possible meeting locations; hotel location will dictate meeting site; hotel information pending.

Deb - Parking may be an issue. NYWLE will cover cost of parking and meals for those who attend the mid- year. Deb will send out a query to determine attendance, room sharing and vehicle information.

b. Inventory of pins (regional reps) Please bring to mid-year meeting

c. Agenda items for mid-year meeting

Do we need a New Pin

Not for Profit System of checks and balances, Kim Shappy

Other items to be identified in upcoming email

If members have agenda topics please forward to Deb

2. Vice President's Report: Nzingha Kellman

The Chaplin is interested in attending our annual conference as a speaker. Referred to conference committee.

3. Recording Secretary's Report: Arlene Sabo

Outstanding Conflict of Interest Statements – Still missing three forms, members to be sent final reminder.

4. Membership Secretary's Report: Jennifer Sterling

a. Status of welcome letters to new member – Casey issued renewal letters and Jen has kept up with current member welcome letters.

Active member regional count is: **Capital 45, Central 45, Out of state 2, Southern 93 Western 28**

Membership drive contest, Feb 29 deadline. We will include a congratulations to the membership drive winner (board members excluded) in the upcoming newsletter. To date, Katie Reynolds would be the winner with 5 recruited members.

5. Treasurer's Report: Madeline Bay

a. Primary : \$12,203.99

b. Conference \$16,893.42

Many memberships/dues sent in these past few weeks. Yearly Survey Monkeybill received at a cost of \$384 from the Primary Account. We also are going to be billed monthly for the storage facility that Kim Shappy set up.

Nzingha now has access to the various accounts - bank, Square & reg fox and sent copies of the ledgers as part of the audit process. Audit work to occur during April meeting.

All the 2019 conference income and payments are complete - and noted on a spreadsheet to Deb.

Tax forms to be completed in upcoming month.

Deb will forward copy of 2019 conference income and expenses to Barb and Kim so they have a sense of our financial guidelines for conferences. It was noted that this past year was our 10 year so expenses ran a little higher than usual.

6. **Immediate Past President's Report:** Kim Shappy (Deb reporting on behalf of Kim)
 - a. **Storage unit for conference supplies- Update:** 71.00 per month (contact Kim Shappy to make arrangements for storage of NYWLE items)
 - b. **Not for Profit Packet/System of checks and balances will be presented at the mid-year meeting.**

7. **Communications Director: Margaret Ryan**

a. **Update on website**

Casey, Anthony and Margaret have met. Twitter feed updated, new logo updated, current tribute updated. Anthony is working on a few technical pieces which will enable updating of necessary items within the members only section. Casey is updating the membership directory in gmail to consolidate membership updates to one section of the website. Anthony is working on web domain updates so that any emails from our gmail will appear from nywle. Anne, Casey and Margaret have met and have shared information so that all three are able to update the website as needed.

8. **Legal Advisor: Melanie Cardin**

a. **Information about 501 c 6 status**

A list of our organizational goals and activities is being compiled. On first glance it appears to be in-line with non-profit status requirements. Margaret and Deb will conference with Melanie to answer outstanding questions and Melanie will consult and advise.

9. **Committee Updates:**

Community Service: Diana Pizzuti

Conference – 2020: Barbara Lark/Kim Beaty

- **Update on conference**

First meeting is set for 2:30 pm today in Batavia. Member responsibilities and tentative speaker applications will be reviewed. Cynthia Coates is assisting from Rochester and will work directly with the conference venue to coordinate specifics.

It was shared that last year's speaker request form was very helpful. Margaret is updating the form and will forward to the committee speaker point person (Kim Beaty).

Last year's evaluation included suggestions for speakers that will be passed on and Casey has feedback from other past conferences that that will be shared with Kim.

Membership: Joanne Jaffe / Casey Quinlan

- **2020 membership drive** (see above report from Jenn)\

- Letters went out to past members who have not renewed. About 60 members have expired this year and a second reminder will be sent before March 1st.
- Joanne suggested that the list of those expiring on March 1st be sent to the respective regional directors so they can reach out to those identified personally.

Program Coordinator: Kimberly Shappy- Not on call

Website/Technology: Margaret Ryan; Casey Quinlan (updates contained in Communications Director section)

10. Regional Updates: (Regional Directors)

Capital: Kimberly Shappy / Casey Quinlan

Kim has been amazing in planning events!!

- The Yoga event on Valentine's day was well received
- March 3rd, Pave the Way Dinner (long time members to speak about the experiences with the group)
- End of March joint program with Southern regions planned– historic tour of Eleanor Roosevelt house in Hyde Park to be held on March 21
- April 4th Double H Ranch clean up planned and open to all members

Central: Rebecca Thompson – Not on call

Southern: Cathy Johansen

- March 21 joint outing with Capital, see above
- Roger Run June 20th Red Hook , NY (Lisa Loughran spearheads the event whose proceeds go to support research for disease AMC.)
- Upcoming networking at Cathy's restaurant date TBD (It will include invitations to those who expired in hopes of rekindling their interest in NYWLE)

Western: Barbara Lark

- March 26 happy hour event for members to honor NYWLE members (A Short bio and inspirational quote from current members will be shared)
- Buffalo marathon (Heart to Heart relay on May 24)

11. New Business:

Send Newsletter items to Casey this week please. Even if nothing immediately occurring, regions please send a small paragraph.

12. Adjournment:

12:50 pm

Next call March 23rd (last call before mid-year)