



California Association for Property and Evidence, Inc.

Serving the Needs of Law Enforcement Property and Evidence Personnel

State Board Meeting - Minutes

Location: **Town and Country Hotel, San Diego**

Date: **Saturday, March 19, 2022**

Time: **0800-1700 hours**

Attendees

Kim Carlson, Russ Tyndall, Christy Bair, Mia Medlin, Mark Lindbergh, Naomi Carter, Tim Thomas, Kim Cessna

Minutes

Chapter Funding

KCa led discussion on equitable distribution of chapter funds. After reviewing past expenditures and chapter membership totals, the board agreed on the following proposed changes:

Each chapter will receive the following amounts in their chapter accounts, to be restored every July 1st.

0 to 100 members	\$2,000
101-200 members	\$2,500
201+ members	\$3,000

Any additional funds needed to support training or social events above these amounts can be requested using a board-provided application.

made by RT, second by ML, all voted in favor. This will be included in future CAPE by-laws voting.

Chapter Alignment

KCa led discussion on possible realignment of CAPE chapters, including the creation of additional chapters or sub-chapters. This is due to the difficulty for many members in attending chapter trainings, based on large chapter coverage areas, agencies in remote locations, and traffic considerations. The board consensus was that the best solution is



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for the state board to work with each chapter, address its training needs, and help facilitate trainings in challenging areas. This will be addressed further in future meetings after the new board takes effect at the 2022 seminar.

Chapter Elections

KCa led discussion on effective dates for chapter boards, in which members take their seats at varying dates throughout the year. A suggestion was made that chapter board positions should be effective on July 1st, on odd years, which also coincides with the refreshment date for funding.

To recap:

State board elections take effect at the annual training seminar, even years

Chapter board elections will take effect on July 1st, odd years

Motion made by RT, second by ML, all voted in favor. This will be included in future CAPE by-laws voting.

CAPE Finances

KCa led a discussion on chapter finances, specifically the logistics of paper checks and the organization's PO box. The board concluded that we need to move toward a paperless system, as much as possible, and will start accepting credit cards and e-checks for all fees.

Motion made by ML, second by CB, all voted in favor.

EMI

KCa was contacted by Evidence Management Institute (EMI) with an offer of future partnership. The board agreed that this was not necessary with the implementation of CAPE's own training program.

Training Program

MM advised that copies of the program's written materials, as well as a sample video presentation, have been distributed to board members. She is asking for feedback once those are reviewed. There have been some staffing changes to the committee, which will result in re-organization of trainers.



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MM also advised that a condensed version of the CAPE training program will be presented at the seminar under the Property 101 class, as instructed by CHP employees Kent Beyer and Michael Hritz.

Seminar

CB provided a recap on the seminar planning. CB and TT attended a meeting at the Bahia on Friday, 3-18 to tour the property and discuss A/V and other matters with the hotel representatives. MM provided an update on the seminar vendors. TT provided an A/V recap. ML discussed merchandise orders and sales. Board members participated in a discussion on scheduling, venue arrangement, and overall planning.