KCA Executive Board Meeting Minutes

February 25, 2015

Present: Tom Schmitt, Geri Reece, John Lampe, John Snyder, Jeff Fewell, Kimberley Holm, Ashley Brown, Pat Dahl

* Treasurer Report: The balance at the last KCA executive board meeting was $28,658.78. KCA recently received a check from CCA for $250 for booth registration, and sent out a check to Ashely Brown in the amount of $275.35 for reimbursement of printing/mailing expenses for the upcoming KCA conference in April. Today’s balance is $28,633.43. A motion was passed to accept the Treasurer’s Report.
* Discussions: Below are the highlights from the meeting discussions, which focused on constructing a one-day conference in spring 2015.

Conference:

* Ashley B. emailed the final version of the conference brochure to KCA board members. She noted that the conference flyers will be mailed out within the next day or so through Washburn University’s mailing/printing department (UMAPPS).
* The board voted on the following items today:

- The members voted to use banner #2 from the selections that John S. provided.

- The members voted to create two separate posters for advertising the main sponsors for the breakfast and lunch at the conference: a poster for KS Gas and a poster for Grainger. The posters will note that “breakfast was provided by” KS Gas and “lunch was provided by” Grainger.

- The members voted on the meal selections for the conference: (1) continental breakfast and (2) the Comfort Food lunch buffet – both of which will be ordered through Chartwell’s Dining Services at Washburn University.

- The members voted to “vote” on issues at monthly (or weekly) meetings rather than by email, due to the large volume of emails that voting electronically can generate.

* It was noted that John L. and John S. would meet at 6:30 a.m. on the day of the conference in order to help vendors set up their tables. Jeff F. volunteered to help.
* The board members discussed how to acknowledge the names of the conference sponsors and it was decided that a separate flyer listing the names of the sponsors will be provided as a handout at the conference. Additionally, it was suggested that Tom S. write a letter (on letterhead) that thanks the sponsors and that he make the letter available for distribution at the conference.
* The board members also discussed providing “bagged” informational items to conference attendees. ACA has sent KCA numerous pencils, pens and clips to include in conference bags, but there may not be enough items for 120 bags (Pat will check). Likewise, the sponsor UMB has provided enough pens and paper pads for 120 attendees. Tom S. will check with DV to see if they would donate bags to hold the items given to conference attendees.
* Pat will check with Washburn scheduling staff to determine who the point of contact will be for helping vendors set up tables at 6:30 a.m. on the day of the conference.
* The next KCA Executive Board meeting will be a special meeting (for discussion about the upcoming conference) held **via telephone on** **Wednesday, March 4, 2015 at 8:00 am**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Patricia Dahl, Secretary

Kansas Correctional Association