

NEDIAI Conference Call Board Meeting Minutes
February 27, 2008

- Present: Paul Souza, Mark Zabinski, Tim Burt, Von Labare, Jason Covey, Cindy Homer, Alicia Wilcox, Brian Battaglia, John Grassel, Drew Webb, Deb Rebeiro, Lisa Corson, Emily Rice
- The meeting was called to order at 10:04 am
- Secretary's Report (given by Lisa Corson)
 - The minutes from the last board meeting were read by Lisa Corson
 - A motion to accept the minutes as read was made by Von Labare
 - Second was by Emily Rice
 - Vote taken: all in favor, none opposed
 - Lisa stated that some applications for membership were arriving with last years fee of \$20.00 instead of the \$25.00. General consensus was to accept the 20 for this year if that is what is sent.
 - Three new applications for membership were received:
 - Jamey Balint – a Rochester NH police detective in charge of evidence who was recommended by Tim Burt
 - Juan Estrada - a Springfield MA PD officer who works in the crime scene unit and who was recommended by Charlie Walsh
 - Richard Brennan – a Manchester NH police detective who works in crime scenes and was recommended by Tim Paterson (Lisa Corson will also recommend him)
 - Motion to accept all three new applicants as active members was made by Emily Rice
 - Second by Deb Rebeiro
 - Vote taken: all in favor, none opposed
 - Lisa also requested that we take of the space to order a lapel pin off the new member application since it costs extra to mail these out and you have to physically mail them at the post office. No one disagreed and Jason Covey will remove it from the application on our website
- Treasurer's Report (given by Emily Rice)
 - See attached treasurer's report for financial details
 - Our current balance in the Savings account as of 1/31/08 is \$11,871.34
 - Our current balance in the checking account as of 1/31/08 is \$12,285.32
 - This gives us a total of \$24,156.66, but once our outstanding debits clear we will have \$23,400.10
 - Motion by Drew Webb to accept the treasurer's report
 - Second by Brian Battaglia
 - Vote: all in favor, none opposed

- Lisa Corson will e-mail Kristen Tolan to be sure that the increase in member dues is reflected in the journal
- Website (given by Jason Covey)
 - Working on posting the member roster
 - Will also begin posting the approved minutes
 - Will post a list of committees and ask for volunteers to sign up and contact the committee chairperson
 - Tim Burt would like to get all of the members e-mail addresses so he can send them e-mail to tell them to check out the website. Lisa Corson will send the addresses to Tim
 - The link to the conference hotel is also posted
- Committees
 - Training Committee (Emily Rice)
 - Crime scene training class is being given next week (March 3 – 7) in NH
 - There are two ballistics classes in NH in June
 - There is a RI testimony class the week of March 17
 - Brian Battaglia will join this committee
 - Emily posed the question: Do we want to continue to sponsor training spots? What are other people's thoughts? Do we want to try to sponsor spots in the June ballistics classes?
 - Paul Souza felt that we should promote the classes but it is too expensive to continue to sponsor 1 spot per state
 - Drew Webb suggested that we hold a lottery to win a training spot and to post it on our website
 - Paul Souza suggested that we should sponsor a speaker to come in and open it up to the membership – this would be more cost effective. We did this years ago and called it “a day in May”. He offered space at the Plymouth County facility if we wanted to do a one day ballistics training
 - Emily and the training committee will get this set up
 - Per Alicia Wilcox, Dave Zarko from Maine will be on the training committee. Alicia will e-mail Emily his contact info.
 - AFIS committee (Drew Webb)
 - Drew would like to set up a separate phone conference with the committee members
 - Dave Zarko of Maine may also be interested in being on this committee – Alicia will check
 - By-Laws committee (Jason Covey)
 - Nothing to report this time

- Certification Committee
 - This should be a separate committee from the training committee
 - Mark Zabinski will chair
 - Alicia Wilcox will represent Maine
 - Lisa Corson will represent NH
- Auditing and Finance Committee
 - No report at this time as Ed Downing was not at the meeting to report
- Law and Legislation Committee
 - It was decided to keep this committee going
 - Paul Souza will chair
 - Cindy Homer will be on the committee
- Old Business
 - Tax Exempt Status (Lisa Corson)
 - Lisa spoke to the IRS and discovered that we did at one time have a 501C3, tax exempt status. It was terminated in 1996 due to the IRS not receiving replies to mail that was sent (probably due to an address change/ secretary change)
 - We can re-instate our status at no cost. The IRS is sending Lisa a letter that will list what we need to do. It will require that we prove we have been active the whole time and we will have to submit things like old meeting minutes, past board members, past journals.
 - Once we are reinstated, we can then apply with the NH Attorney general's office so that we can legally fund raise in NH
 - Lisa also obtained the IRS form to change the address for the NEDIAI. We must make sure that this does not happen again when the secretary changes.
 - We also have to start filing a form 990 with the IRS. This form is due by May 15 and will be filed once our status is taken care of.
 - Bulk mailing (Emily Rice)
 - The cost is \$175.00 to apply and then \$175.00/year per post office.
 - There is no difference between bulk mail rates and non-profit rates
 - Must send a minimum of 200 items to receive the reduced rate
 - Must sort all items by zip code
 - Emily recommends not bothering – It would not be cost effective and we would be tied to one post office
 - Alicia Wilcox agrees
 - Motion by Tim Burt that we continue as is with our mailing
 - Second by Cindy Homer
 - Vote – all in favor, none opposed

- CT division
 - Lisa spoke to Kevin Parisi from the CT division. Their board met and discussed joining forces with us. They would like to co-host the conferences with us and would hold it in CT every sixth year. They would be willing to contribute a set amount to the conference every year (X) but would in turn expect the NEDIAI to contribute 5X the year that it is held in CT. They would also like a page or a tab on our website where they can list their officers and such. They would be willing to split the yearly domain cost with us.
 - Alicia did not see that there was financial benefit to our organization by doing this
 - Cindy agreed and also mentioned that it would be more work for us with the website
 - Discussion followed: perhaps they can just co-host our conference and in return their members would get the membership rate. Perhaps they could sponsor a couple of breaks in return
 - Paul Souza feels that both full boards should meet to discuss this issue
 - Tim Burt will try to reach out to their president and invite them to our next face to face meeting
 - Mark Zabinski will try to contact their regional representative
- New Business
 - IAI conference
 - Paul Souza is willing to put together a presentation to present to the IAI board regarding bringing the conference back to the New England area in 2013
 - Paul will present the presentation to the NEDIAI board at our next meeting
 - NEDIAI 2008 Conference
 - Based on the e-mail vote of the board, Tim Burt signed the contract with the Portsmouth Sheraton and a \$2000.00 deposit was sent
 - Steve Ostrowski has agreed to be in charge of the educational program
 - He will be sending a letter to all of the New England Labs looking for volunteers to present lectures and workshops.
 - Ed Picard is willing to do something on forensic art
 - There was also a request to have Dick Warrington do his Gizmos and gadgets presentation
 - Mark Leno will be taking care of logistical support for the conference
 - Brian Battaglia has agreed to be in charge of advertising
 - Ed Downing will be in charge of vendors (per Mark Z.)
 - Mark Zabinski suggested that once we get our tax status taken care of that we see if we can get a credit for last year

- Lisa Corson asked if the board could vote on the cost of registration and also if we could encourage pre-registration by offering a lower rate for early registration
- Discussion followed regarding what to charge for registration. The following amounts were settled on:
 - Single day registration will be \$60.00
 - Three day member registration will be \$125.00
 - Three day nonmember rate will be \$150.00
 - The above rates apply to registrations received before November first
 - For registrations received after Nov. 1st:
 - Single day rate remains \$60.00
 - Three day member rate will be \$150.00
 - Three day nonmember rate will be \$175.00
- Motion by Lisa Corson to accept these new registration rates
- Second by Deb Rebeiro
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- Our next meeting will be some time in April and will be a face to face meeting. Tim will e-mail everyone with the date
- Motion to adjourn by Von Labare
- Second by Cindy Homer
- Vote: all in favor/none opposed