



# Southern California Fraud Investigators' Association

## Board Meeting Minutes

**DATE:** 09/03/2015

**LOCATION:** RIO HONDO EVENT CENTER, DOWNEY CA

**TIME START:** 8:30 AM    **TIME END:** 9:50 AM    **MINUTES BY:** STELLA RHEINHARDT

### ATTENDANCE LOG

MEMBER NAME		PRESENT
KEITH LEVIN	PRESIDENT	YES
JON COLMAN	VICE PRESIDENT	YES
FLO JOHNSON	TREASURER	YES
STELLA RHEINHARDT	SECRETARY	YES
BRIAN MIZELL	BOARD MEMBER	YES
CECILIA LAIJA	BOARD MEMBER	YES
LARRY HAMILTON	BOARD MEMBER	NO
LITA ABELLA	BOARD MEMBER	YES
DAVE WILLIAMS	BOARD MEMBER	YES

AGENDA	DISCUSSION & ACTION ITEMS
<b>CALL TO ORDER</b>	The meeting was called to order at 8:30am.
<b>TREASURER'S REPORT</b>	Flo handed out spreadsheets to the Board members for our account balances as of September 2, 2015. Our overall total and money in the bank is \$25,896.50. This total accounts for \$8,190.15 in our savings and \$17,706.35 in our checking. We have eight conference attendees paid to date and \$1600 on vendor payments. Brian made the motion to approve Flo's report and the motion was seconded by Lita.
<b>SECRETARY'S REPORT</b>	Minutes were approved by the board and have been posted on the website. We received a vendor payment for the conference in the amount of \$850 from Apex.
<b>CONFERENCE</b>	<p>Keith asked the board to confirm their arrival and departure dates for the conference. Hospitality suite will be in building A this year, moved to another location.</p> <p>Meals for this year's conference have been increased due to shortage we had last year. Totals from last year were 82 increased to 100. Food selections for the casino night have not been finalized. But we have time to decide at least a couple weeks before the conference.</p> <p>The hotel has confirmed that we have forty seven rooms reserved for the conference to date which includes the board and committee members.</p>

<b>SPEAKERS</b>	Keith and Melody made a minor change to the speaker list. Speakers are now confirmed and ready to go.
<b>POST &amp; MCLE</b>	<p>Melody will be handling CE and Post credits.  MCLE is being handled by Brian.</p> <p>Keith mentioned that the student forms will be placed on the website making them accessible to our attendees to fill out and brought to the conference. We will need to make sure that these forms are also signed to make them valid, as we encountered that problem last year.</p>
<b>GOLF</b>	As of today we only have three golfers signed up. We must meet our minimum required golfers or we will have to cancel the golf tournament. Our goal is to break even on this event.
<b>EQUIPMENT</b>	We encountered a problem at last year's conference with our AV equipment. We will need to use the hotel's equipment this year at a cost of \$2400. Brian volunteered to work with the hotel staff in making sure our speakers have their microphones and presentations ready to go.
<b>CASINO NIGHT</b>	<p>Dave has the contract signed and deposit made for the casino staff.</p> <p>This year's President reception will include small snacks again. It was decided not to use a classic car for this year's event, but Cece mentioned that she would contact her friend to see if he would be interested in displaying his vehicle.</p> <p>Door prizes at casino night and another drawing will be held on the last day of the conference. We agreed on about 20 gift cards and other gifts, possibility a TV set. Keith will look into this for us. All tables were full at the casino night last year. So we need to make sure we have enough gift cards. Lita and Dave will work on the number of drawings for casino night.</p> <p>Budget for casino night is about \$500. We will ask vendors and attendees to donate again this year.</p>
<b>CONFERENCE MISC</b>	<p>Jon will provide the thumb drives again this year with the speaker's presentation on them.</p> <p>Banners: Jon will contact Larry to get the status on the banners and poster boards.</p> <p>Keith asked how many tables we needed this year for the conference sign-ins. We requested four tables.</p> <p>Dave will check to see if our projectors are working. Bulbs and batteries should be replaced just in case. We want this equipment to be trouble free for our speakers and attendees. Jon will bring extra speakers just in case.</p> <p>Keith asked the entire board to please advertise the conference.</p> <p>It was suggested that we conduct the survey monkey again after the conference for attendee's feedback for next year's conference. Brian and Lita will research other possible ways to conduct such surveys for our attendees to respond, whether it is via phone or on-line.</p> <p>Keith asked the board and committee members to wear our SCFIA shirts at the conference.</p> <p>Keith will be making an announcement at the first day of the conference for nominations for</p>

<b>VENDORS &amp; EXHIBITORS</b>	<p>the elections of officers and board members.</p> <p>We will not be hiring a photographer for the conference, but any attendee taking photos at the conference can send those over to Lita to be posted on our website. Keith will make an announcement at the conference.</p> <p>Theme for the conference would be “Fraud Detection through Education”. Larry will be notified to have added to the program.</p> <p>We will not have the Palm Springs mayor there this year.</p> <p>Brian has six confirmed vendors to date. He is following up with emails and phone calls. Free admission will be given to NICB and DOI as vendors.</p> <p>A suggestion was made of having a “charging station” and having a vendor sponsor that for our attendees. Brian will check with the hotel.</p>
<b>OTHER MISC</b>	<p>Cece asked the board to approve eight new members. A motion was made by Brian to accept these applicants as new members and Dave seconded the motion. Stella will send these applicants invoices for their dues.</p> <p>Cece asked the board for a donation on behalf of SCFIA for the fashion show she volunteers for. Keith will get a gift on behalf of SCFIA.</p> <p>Next Board meeting October 1, 2015. Keith will follow up with an email on time and phone number as a call in number. Meeting adjourned at 9:50 am. A motion was made by Keith to adjourn and Lita seconded the motion.</p> <hr data-bbox="389 1543 1396 1554"/>