



# Southern California Fraud Investigators' Association

## Board Meeting Minutes

**DATE:** 03/5/15

**LOCATION:** RIO HONDO EVENT CENTER

**TIME START:** 8:14 AM    **TIME END:** 9:45 AM    **MINUTES BY:** LITA ABELLA & DAWNDE PENCE

### ATTENDANCE LOG

BOARD OF DIRECTORS		PRESENT
KEITH LEVIN	PRESIDENT	YES
JON COLMAN	VICE PRESIDENT	YES
FLO JOHNSON	TREASURER	YES
DAWNDE PENCE	SECRETARY	YES
DAVE WILLIAMS	PAST PRESIDENT	NO
BRIAN MIZELL	BOARD MEMBER	YES
CECILIA LAIJA	BOARD MEMBER	YES
SID PARSLEY	BOARD MEMBER	NO
LARRY HAMILTON	BOARD MEMBER	YES
LITA ABELLA	BOARD MEMBER	YES
ARVIN TURNER	GOLF CHAIRPERSON	YES
MELODY MOSLEY	SPEAKER CHAIRPERSON	YES
SKIP DAVIDSON	MEMBER	YES

AGENDA	DISCUSSION & ACTION ITEMS
<b>CALL TO ORDER</b>	The meeting was called to order at 8:14 am.
<b>TREASURER'S REPORT</b>	Flo presented the Treasurer's Report. The Public Safety South Bay Training Consortium Form was not filled out correctly and completely. Most attendees only completed one side and did not insert the minimum information needed. Therefore, SCFIA lost \$1500 in monies. Keith will talk to the school about it and asked Lita if the form could be uploaded on the website. Lita will look into it. Keith made the motion to approve the report and Larry seconded it. Report approved.
<b>SECRETARY'S REPORT</b>	<p><b><u>Membership:</u></b></p> <p>We currently have 104 paid members. All applications that have been received have been processed and updated on the web site.            Credit card renewals and checks have been provided to Flo today for processing.            4 renewals appear to be new members. All have paid and checks processed.</p> <ul style="list-style-type: none"> <li>- Amy Clark, State Farm</li> <li>- Harmik Nazari, Century National</li> <li>- Rudy Crusat, Century National</li> <li>- Jennifer Murray, Allstate Insurance</li> </ul> <p>We have 163 expired members. Dawnde suggest we send an e-mail with a renewal application</p>

attached to all expired members. Those e-mails that bounce back as undeliverable should be removed from the web site or at the very least have their e-mail removed from the site to decrease amount of bounce back e-mail traffic. Lita was asked about an active v. inactive button for member records. Lita will ask Ravi. Sid has been working on Membership applications.

Currently, the Secretary duties are as follows;

- Generate all renewal applications and mail in November of each year.
- Send membership blasts in March and May to those who have not yet renewed.
- Notify Mark Shelton of all Lunch and Learn dates to reserve the room for the coming year.
- Process all renewal applications received by updating dues on the website, generating a receipt, and forwarding checks and credit card authorizations to Treasurer.
- Send out Lunch and Learn notices each week beginning 3 weeks before the meeting.
- Monitor and record RSVPs to the Lunch and Learn meeting.
- Contact Mark Shelton at Rio Hondo Event Center on Monday the week of the meeting to provide a head count.
- Provide check-in desk with RSVP list the day of the meeting.
- Verify each person attending is a member or ask for renewal money.
- Coordinate with Mark Shelton onsite the day of the meeting.
- Take notes at all board meetings and forward the Minutes to the President for review. Once reviewed, it is forwarded to the entire board for motion and approval.
- Add new members to website and create an invoice for the dues after a member is accepted by the board.

Dawnde stated that this is too much given her current work responsibilities. Dawnde suggest we have another board member take over Lunch and Learn notification and coordination. Brian Mizell indicated he would take over that responsibility.

We discussed and agreed Sid could handle adding new members to the website and creating a new invoice for dues after they are accepted by the board. Dawnde will forward new applications to him for approval and processing.

Lita will ask Ravi if we can upload our documents to an I-Cloud type of application so that certain people, such as the Pres., VP, and secretary can access the documents and make it easier for everyone. Lita made the motion to approve the Sec. Rpt. And Flo second the motion. It was approved.

**PRESIDENT'S  
REPORT**

**CONFERENCE:**

**Silent Auction:** There will be no Silent Auction this year.

**Dinner:** Keith is still working on dinner and still deciding between a sit down dinner v. high top tables for attendees to stand around and eat so that they can network and interact with more people.

**Advertisement:** Larry updated us on the "Save the Date" cards. \$636 for 750 cards, \$189 for 500, and \$149 for 250. Larry needs the graphics from the prior card and asked for it to be forwarded to him so he can order the cards.

**Speakers:** Melody provided an updated list of all speakers she has confirmed to the BOD. There are only 4 spots left for speakers.

**Golf:** Arvin said the Golf Tournament is Tuesday, Nov. 3, 2015.

**Vendors/ Sponsors:** Brain either asked or stated that the cost for the sponsors, exhibitors/vendors will be the same price as last year.

**Casino Night:** Brian stated that Dave is the Casino Night chairperson and stated something about Atlantic City Games.

**OTHER INFO:**

**Hospitality Room:** Someone mentioned that the Hospitality Room still needs sponsors.

**SCFIA Name Changed:** Keith brought up the issue about changing the SCFIA name. Many BOD stated that they did not like the idea because we would have to change the logo, website, etc. Keith said to "think about it" and we will discuss it more at the April meeting.

**Next BOD Mtg:** Conference Call, **April 9, 2015 at 8:00 am.** The Secretary will send out an email to all BOD with the phone # and access code.

**ADJOURNED:**

Keith made the motion to adjourn the meeting, which was seconded by Lita.  
Meeting adjourned at 9:45 am.

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