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Attendees: Renee Cox, Ed Fritz, Jennifer Abrao, Nena Vigil, Leahann Romero & Audrey McKay

## ICPA Meeting Minutes

August 4, 2022

Minutes submitted by: Audrey McKay

AGENDA ITEMS	NOTES
Renee Cox ICPA President	<b>Welcome</b>
Renee Cox, ICPA Treasurer	<b>Balance</b> -\$3,268.52 is the current balance
Board Members	<b>Mailing of the Flyer (vs Cold Calls)</b> <ul style="list-style-type: none"> <li>- For recruitment purposes cold calls are not yielding any viable results.</li> <li>- Instead, we will be sending out the new brochures with a recruitment letter. We will be sending these out to agencies across the state.</li> <li>- Leahann and Audrey will ask the POST regional coordinators to send out electronic versions of the brochure and recruitment letter to their LE contacts.</li> </ul>
Board Members	<b>September Member Training</b> <ul style="list-style-type: none"> <li>- Training will be help at the Meridian facility. A conference room has been reserved</li> <li>- Jen will get video telecom link to add to the brochures for people who can't attend in person</li> </ul>

	<ul style="list-style-type: none"> <li>- Will post training flyer on ICPA website as soon as she gets the video conference link.</li> </ul>
<p>Renee Cox, ICPA President</p>	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>- Board needs to look at the Strategic Plan to reassess and set new goals for 2023.</li> <li>- Meeting to review Strategic Plan set for November 8<sup>th</sup> @ Meridian Facility 9am – 12n</li> </ul>
<p>Leahann Romero, ICPA Vice President</p>	<p><b>Update</b></p> <ul style="list-style-type: none"> <li>- Made updates to the ICPA Professional Designation application. Sent final draft to board to review. No further feedback from the board – the final draft will be posted to the website.</li> <li>- Leahann reviewed National Point Guidelines and our requirements are in line with National Standards</li> <li>- Needs to look at capability of Square Space. Desired method of paperwork submittal would be to upload them to the Square Space page.</li> <li>- Talking through the process of submitting applications it should go in this order: Applicants submit paperwork and completed application, Board reviews and approves/denies, if approved applicant will be notified and will submit payment.</li> <li>- Leahann work with Meridian Trophy to design a plaque to give to applicants who successfully obtain the ICPA Professional Designation application. We need to start budgeting \$20 per plaque for recipients.</li> </ul>
<p>Jennifer Abrao, PIO</p>	<p><b>Website Update</b></p> <ul style="list-style-type: none"> <li>- Finishing up brochures to get finalized – will send board members draft to review and provide feedback then will send final draft to Ed to have printed.</li> <li>- Room reserved for September 8<sup>th</sup> at Meridian Facility. Going to get teams link and will update the flyer for training. Going to do a FB post. Not online yet but will be as soon as Jen gets the rest of the information.</li> <li>- Going to start looking into options on Square Space for application upload and payments for Professional Designation application</li> </ul>

Ed Fitz	<p><b>Membership Trainings</b></p> <ul style="list-style-type: none"><li>- Ed procured speaker from the AG's Office</li><li>- Audrey and Leahann can send flyer to Regional Coordinators to send out to LE contacts</li><li>- Scam Jam asked Ed if ICPA wanted a table. Not the type of crowd to recruit from and we don't have any swag to give out if we did have a booth.</li></ul>
Nena Vigil, Training Coordinator	<p><b>Potential Trainings</b></p> <ul style="list-style-type: none"><li>- Nena suggest applying for grant money to get some presenters to come and do training. Renee, Ed, and Nena will work on grants</li><li>- Nena will investigate what type of training we can do and what's available</li><li>- Set meeting for October 18<sup>th</sup> at Life's Kitchen from 9am-12n to discuss the 2023 Basic Academy. Would like to have a plan in place so she can start advertising the Academy in January for end of April implementation.</li><li>- To start advertising we need to know which dates we can procure the room. Nena was thinking the last week of April 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>.</li><li>- Asked about potentially adding training throughout the year. What would that look like? We need to set a budget for 2023 before we can decide on additional trainings.</li><li>- Instructors for the Crime Prevention Academy get paid with a \$20 gift card. We also pay for snack and stuff that must be budgeted for.</li><li>- If you take the Basic Academy, you are now a member. Need to look at virtual options for Basic Academy. There is a fee for registration but unclear on how much it is. Advanced academy was \$45 for members and \$75 for non-members. May need to look at increasing the rate.</li><li>- If we find someone to instruct at Academy, we need to refer them to Nena to gather all the information and Nena will arrange everything for them.</li></ul>

Board Members

**Next Steps**

- Renee to investigate getting a display board for any conferences or events ICPA attends.
- Board members to discuss upping the membership fees for 2024
- Board members to brainstorm fundraising ideas to bring in additional money.
- Next meeting is schedule for September 6<sup>th</sup> via Zoom. Not much on the agenda at this time, will probably just be a quick check-in