

DEFENSE INVESTIGATORS ASSOCIATION

Minutes of the Meeting of the Board of Directors

November 13, 1998

Santa Barbara, California

I.) **CALL TO ORDER:** The meeting was called to order by President Jean Dittmyer at 1:36 p.m. Board members present were: President Jean Dittmyer, Vice President Bill Van Cleave, Secretary-Treasurer Scott Dittmyer, Board Members Ed Turner, Hector Botello, Jim Larma, Beth Cotten, Lawanda Lyons-Pruitt, and Yvony Richards.

II.) **APPROVAL OF THE MINUTES:** The minutes of the meeting of the Board of Directors on June 26, 1998, were reviewed by the Board and approved as read. The minutes of the Northern Regional Board Members meeting of August 14, 1998, were reviewed by Board Members and approved as read.

III.) **TREASURER'S REPORT:** Scott Dittmyer reported the following account balances.

Checking:	\$ 3,444.18
Savings:	9,136.01
Mechanic's:	2,648.47

Total: \$15,228.66

The above report did not include receipts and expenditures from the Fall 1998 conference in San Jose.

IV.) **COMMITTEE REPORTS:**

1.) Fall Conference: Bill Van Cleave reported a successful Fall Conference held at the San Jose Hilton. He submitted a report detailing expenditures and income from the conference. Total expense equaled \$5,833.26 and Income equaled \$5920.00. Treasurer Scott Dittmyer noted that certain items counted as conference expenditures, such as Directory expenses, will be attributed to other budgeted accounts, thus increasing the net profit from the conference. Bill's detailed report is incorporated into the minutes of this meeting and attached hereto. Because Bill Van Cleave wrote a check from his personal account to cover conference expenses, a motion was made to authorize the Secretary/Treasurer to reimburse Bill for conference expenditures when the receipts are received. The motion was made by Jim Larma and seconded by Beth Cotten and passed by voice vote.

2.) Professionalism Committee: Chair Lawanda Lyons-Pruitt reported on progress made toward establishing a basic defense investigators training academy To include accreditation by Allan Hancock College, a community college in Santa Maria, California. Lawanda has a target date of Fall, 1999, for the first accredited

academy classes. Board Members decided on the name D.I.T.A. (Defense Investigators Training Accreditation) as the acronym for the new college-accredited training. This new acronym and name will replace the former Basic Defense Investigators Training Academy. Lawanda will be the Instructor of Record pursuant to the requirements of the community college district.

- 3) Product Sales: Bill Van Cleave reported that \$325.00 worth of D.I.A. products were sold at the Fall Conference in San Jose. The Resale Certificate from the Board of Equalization was displayed and appropriate sales taxes were collected. Bill reports that he is ready to advertise D.I.A. products via the Web Site.
- 4) Spring Conference: Bill Van Cleave reported a target date for the Spring Conference of May 13th through 15th, 1999. The tentative site is Reno, Nevada and Bill told Board Members that the Chief Investigator in Reno, Pat Fager, had been helping him investigate hotels in the city.
- 5) N.D.I.A. Liaison: Hector Botello reported that the next NDIA conference will be held in New Orleans in March, 1999.
- 6) Legislation: Ed Turner brought up two issues for consideration of the Board of Directors. The first issue is that some members reported that their Public Defender investigative experience was rejected as qualifying hours toward the Private Investigator license. The Board directed Ed to write a letter to the Bureau of Consumer Affairs inquiring about this problem. It was noted that some investigators had qualified using those hours, and clarification is needed.

Senate Bill 1927 becomes law effective January 1, 1999. Jim Larma will write an article for the newsletter and the web site regarding the effects of this law.

- 7.) Newsletter: Mike Coleman has resigned from the Board of Directors. Bill Van Cleave and Jean Dittmyer announced that they had agreed to collect articles for a newsletter to be published in December, 1998. A motion was made by Bill Van Cleave to allocate \$25.00 per issue to be paid to Dave Fortman to format the newsletter. The motion was seconded by Lawanda Lyons-Pruitt and passed by voice vote. It was decided that the newsletter should also be published on the web. Board Members were reminded about their month to provide an article. The board also decided to publish the newsletter four times per year.

- 8.) Web Page: Beth Cotten has been on disability leave and therefore has not been active in gathering items and information for the web page. Board members discussed the Public Safety page included on the web site, and instructed Beth to tell the Web master to remove it.
- 9.) By-Laws Committee: Pat Metoyer, chair of this committee, was unable to attend and there was no report. Ed Turner was appointed to replace Mike Coleman on this committee. The Board directed that President Jean Dittmyer ask Pat Metoyer and the committee members to examine the current provisions for Board Member expenses, and propose changes to the by-laws to ease the financial impact of serving on the Board of Directors.
- 10.) CPDA/CACJ: Chair Jim Larma reported that the CPDA is having their Spring Conference in Lake Tahoe.
- 11.) Historian: No report from chair Jim Larma.

V.) OLD BUSINESS:

- 1.) Secretarial Services: Treasurer Scott Dittmyer reported on the services provided by the professional secretarial service. Gloria Laube has been providing many additional services beyond those originally projected in the initial budget allocation. These include creating membership certificates, conference certificates, new member mailings, and coordination with the web master. There was need for an additional allocation to cover these services through the end of the fiscal year. Jim Larma moved to budget up to \$2000 for secretarial services. The motion was seconded by Ed Turner and passed by voice vote.
- 2.) Board Member Meeting Expenses: Because the current board is meeting more often in order to conform to the requirements of the by-laws, the initial allocation for Board Member expenses has been depleted. Beth Cotten moved to allocate an additional \$600 to cover these expenses. The motion was seconded by Yvony Richards and passed by voice vote.

VI.) NEW BUSINESS:

- 1.) Board Member Resignations: The resignations of Board Members Mike Coleman and Woody Sturm were accepted effective December 1, 1998. It was noted by President Jean Dittmyer that Woody's resignation came in the form of an e-mail. Mike's resignation was by letter to the Board of Directors. Bill Van Cleave agreed

to contact Chief Investigators in the northern area of California to fill the two empty seats. The Board felt it was important to replace these Board Members as quickly as possible so that the new members could have some Board experience prior to the Spring, 1999, elections.

2. Bookkeeper Services: LaWanda Lyons Pruitt made a motion to allocate up to \$600 start up expenses to hire a professional bookkeeper. The motion was seconded by Hector Botello and passed by voice vote.

3. Letter from Phil Oliver: Phil Oliver, Chief Investigator at the Sacramento Federal Public Defenders Office is a member of both the D.I.A. and the N.D.I.A. He wrote to D.I.A. President Jean Dittmyer outlining his plans to send letters at his own expense to all current Western Division N.D.I.A. members. His concern is that the N.D.I.A. Board of Directors is diluting the professionalism of Investigators by making Paralegals and Interviewers full voting members of the N.D.I.A. and allowing them to hold office just as Investigators do now. He invited the D.I.A. to submit membership materials which he would include, at his expense, in his mailing. The Board agrees with his position regarding Paralegals and Interviewers. Rather than take a position in an internal debate of the N.D.I.A., an independent organization, the Board directed Jean Dittmyer to write a letter to Phil Oliver describing the D.I.A.'s policy regarding Active and Associate Members. A motion was made to this effect by Hector Botello and seconded by James Larma, and approved by voice vote.

VII.) ADJOURNMENT: A motion was made by Beth Cotten, seconded by Yvony Richards, and passed by voice vote, to adjourn the meeting at 4:55 p.m.

Respectfully submitted,



Scott Dittmyer
Secretary-Treasurer

DIA FALL CONFERENCE OCTOBER 22-24

Submitted by William Van Cleave- Conference Chair

DEPOSITS

Cash and Checks

Deposited at Wells Fargo

\$2550

\$1372

\$ 974

\$ 534 (Cash deposited)

Deposit of checks and cash received \$5430

Total Amount towards product sales \$325

Total Amount towards new and renewed memberships \$400

Total Amount towards the Conference \$4705.00

Master Card/Visa

Total amount towards memberships \$100

Total Amount towards Product sales \$95

Credit card total received \$1410 (Still need to be processed)

Amount towards the Conference \$1215

TOTAL OF ALL MONEY RECEIVED FOR CONFERENCE \$5920.00 (81 paid attendees)

EXPENSE TOTAL \$5833.26

Excess funds from Conference \$119.22

New memberships and Renewal income received \$500.00

Payments Outstanding

Riverside County \$150 (I am in communication with their office)

Ramon Lopez R.

Terrance Mulvihill

EXPENSES

PARKING	\$20.00
(Andrea Flint and Judge Hoffman)	
Mailings for speakers and returning materials to them	\$22.70
Rental of two microphones	\$32.48
Cookies for attendees, given in Conference box (Marriott Foods)	\$55.00 P ↓
Certificates and Presenters Certificates and Portfolios	\$54.01
DIA Conference Directory Printing (100 copies)	\$146.13
President's Reception Drinks and Appitizers (Les Durfee)	\$250.19 P ↓
Vegetables, Tortillas and Salsa and Mixed Nuts trays (\$2.35 per)	\$206.11
Hotel Room/ Hospitality Suite (Thursday Night, Van Cleave)	\$200.00
Hotel Room for Greg Stutchman (1 night, Thursday)	\$104.50
Hotel Room (2 nights) for David Fortman	\$209.00
Hotel Room (1 night, Thursday) Les Durfee	\$104.50

Refunds for two cancellations prior to the Conference
 Ray Simpson- Stanislaus Joe Rogers- Los Angeles

\$150.00 P ↓
 I have checks

Training rooms	
Thursday, October 22	\$150 (Track I and II, one room for class)
Friday, October 23	\$300 (Track I and II, different rooms)
Saturday, October 24	\$150 (Track I and II, one room for morning class)

Coffee Costs (Included regular, decaff, and tea for both days (Friday and Saturday mornings)

Friday	\$489.51	10 L 4 C	130 F 4 C	6 C 4 E 1 Y
Saturday	\$342.65	7 L 4 C	4 2 L E 9	

Friday Luncheon (\$24.50 per person, inclusive of tax and gratuity) \$2496.48
 Includes 20 lunches paid for (11)Presenters, (1) guest, (8) DIA Board Members)

Initial Mailing paid for by DIA \$350 (Total of 450 mailing, includes (1) to each County, all members in directory, and NDIA West Coast members.

All copying expenses and conference binders covered by Santa Clara County Public Defender and additional mailings as well.

All audio visual not covered above, provided by County of Santa Clara facilities at no cost to DIA

100 Mouse pads donated by Santa Clara County Public Defender Employees