

hireDefense Investigators Association
Full Board Meeting
Hacienda Hotel & Inn – San Diego County
Old Town San Diego, CA

July 16, 2016

MINUTES

I. Call to Order:

Vice President Pascual Benitez called the meeting to order at 10:25 a.m. Board members present were:

President Pascual Benitez
Vice President Jerry Maya
Secretary/Treasurer Elizabeth Aguilar

Northern Board:

Suzanne LaMar-Schaeck – Tulare County
Carlos Carrera – Sonoma County
Jeremy Maurer – Solano County
John McCarty – Mendocino County
Ron Weber – Tulare County (Via Speaker Phone)

Southern Board:

Leticia Macias – Los Angeles County
Sonia Ruiz – Orange County

II. Approval of Minutes:

Vice President Pascual Benitez asked Carlos Carrera to read the minutes of the Full Board Meeting held on April 13, 2016 at the Catalina Canyon Resort & Spa in Avalon, California.

Leticia Macias made a motion to accept the minutes as corrected. Carlos Carrera seconded the motion. The motion passed unanimously.

III. Treasurer's Report:

Secretary/Treasurer Elizabeth Aguilar reported the following account balances:

Wells Fargo Checking: \$2,725.00

Wells Fargo Savings: \$ 11,049.00

PayPal: \$12,735.00

Total: \$26,509.00

Secretary/Treasurer Elizabeth Aguilar will give specific instructions to Jill to transfer money from the PayPal account to the checking account every month, leaving a minimum of \$250.00 in the PayPal account; and transfer the current balance of \$5,000 from the savings account to the checking account every month, leaving a balance of \$0.

Budget Overages:

1. Merchandise - \$1,058
4. Spring Seminar - \$????
5. Board Meetings - \$1078
6. Postage - \$245

Jerry Maya made a motion to increase the board meeting budget to \$1078 and postage budget to \$245 by accepting the budget to match.

Jerry Maya made a motion to accept the overages. Carlos Carrera seconded the motion. The motion passed unanimously.

Carlos Carrera made a motion to accept the Treasurer's Report as submitted. Suzanne LaMar-Schaeck seconded the motion. The motion passed unanimously.

IV. Committee Reports:

- A. CONFERENCE (Chair Pascual Benitez, Sonia Ruiz, Carlos Carrera): President Pascual Benitez reported the 2016 DIA Spring Seminar and 50th Anniversary Celebration titled "Can't Spell Investigator with One Eye" succeeded as planned. Los Angeles Public Defender Ron Brown was the keynote speaker and we had a featured speaker Dr. Lillian Glass. The hotel room commitments were met and there were 74 registered attendees including DIA Board Members. The gross income as reported by Executive Treasurer, Jill Dykes was \$10,628.75. Conference expenses added up to \$13,072.55 for a net loss of \$2,443.80.

The Spring Seminar for 2016 also highlighted the DIA's 50th Anniversary, including recognition of past presidents in attendance.

- B. DITA (Co-chairs Leticia Macias/Ron Weber): Leticia reported DITA II is just about ready. They are pending 2 speakers to confirm. Speakers include a Social Media Expert who is a Marshall's expert which Tony Perez was able to obtain and a Motions/Hearings Speaker Regina Lockne. Jerry Maya has updated everything digitally. There is database of instructors being created as back-up speakers for future DITA trainings.

DITA Scholarship – Liz was asked by a member if there would be a scholarship for DITA II fees. Per Leticia there will not be a scholarship award.

Leticia stated DITA's current bank balance as of July 15, 2016 is: \$13,281.68 (excluding 3 checks to deposit and PayPal deposit/transfer).

The monthly storage for DITA is \$74.95 a month + lock

Leticia reported 3 withdraws:

\$633.95 – Web Design

\$210.00 – Web Inspection

\$349.00 – Web Design

The Board will be auditing DITA after every DITA counsel at the following full board, for example in the fall conference after DITA II.

DITA committee will discuss if DITA attendees need to be DIA members or not; and if members can get a discount for DITA?

- C. CPDA/CALI/NDIA Liaison (Chair Sonia Ruiz): Nothing to report at this time.
- D. PRODUCT SALES (Chair Carlos Carrera, Valerie Preciado and Sonia Ruiz): Sonia Ruiz provided the attached Inventory List for the South, invoices from Homeboy Industries for the 50th Anniversary gifts and supplies. Sonia reported that southern supplies are okay at this time.

Carlos will be ordering products for the next seminar and discuss shipping.

DITA will decide if DIA will sell their products. Sonia will order products for DITA upon receiving what is needed by Leticia.

- E. LEGISLATION (Chairperson Robert Childs): Nothing to report.
Ask the future chairperson if recording was passed.
- F. WEB PAGE (Chairperson Ron Weber, Nigel Phillips and John McCarty): Via Speaker phone Ron reported the following issues and costs associated with the web page.
Switching webmasters to separate DIA & DITA PayPal accounts:
 - \$210 – website inspection (taken from general funds- need to transfer from DIA)
 - \$349 – Actual separation of the 2 PayPal accounts

Ron reported that he will be meeting with the webmaster on July 28, 2016 to integrate all changes so please email Ron all ideas before this date.

There will be a mass-mailing – emailing systems with different address books (members/non-members).

Webpage will need a hosting fee

- G. HISTORIAN (Chairperson Jerry Maya, Pascual Benitez, and Liz Aguilar): The board discussed conversion of old minutes from floppys, VHS, microfilm, hieroglyphics, etc. All documents were reviewed and are in storage.

A list of all past presidents will be in the director.

- H. ELECTIONS (Chairperson was Robert Childs): Nothing to report.

- I. INVESTIGATOR OF THE YEAR/SCHOLARSHIP (Chairperson Nigel Phillips and Liz Aguilar): Pascual Benitez reported that per email from Nigel Phillips he will be ordering the award for the IOYA recipient.

- J. MEMBERSHIP (Chairperson Leslie Harris, Carlos Carrera and Suzanne LaMar-Schaeck): Leslie Harris reported that the DIA has 260 members (report attached).

- K. BYLAWS (Chairperson Jerry Maya): Nothing to report.

- L. AUDIO-VIDEO (Chairperson Pascual Benitez, Jerry Maya and Carlos Carrera): Southern - Leticia Macias has the A.V. equipment.

Northern – A.V. will be purchased for the North once Jeremey Maurer determines what is needed.

- M. NEWSLETTER (Chairperson Nigel Phillips): Pascual Benitez reported that the DIALog organizational newsletter was sent out to members in digital format in May. He also stated that Nigel Phillips e-mailed him saying he would be sending out copies of the newsletter to the Public Defender offices throughout the state.

Pascual asked for board members to provide articles for the next DIALog for the fall.

Inter-agency bulletin Board – article of help between agencies

Jeremey Maurer made a motion to accept the committee reports as submitted. Carlos Carrera seconded the motion. The motion passed unanimously.

V. COMMITTEE APPOINTMENTS FOR 2016-2017

- A. Conference - Jerry Maya (Chair), Carlos Carrera, Nigel Phillips, and Kyndra Maya
- B. DITA – Leticia Macias and Ron Weber will co-chair, Tony Perez, Jerry Maya, and Carlos Carrera
- C. CPDA/CALI/NDIA – Sonia Ruiz and Randall Later
- D. Products Sales - Sonia Ruiz and Carlos Carrera will co-chair, Nigel Phillips, Elizabeth Aguilar, and Randall Later
- E. Legislation – Leslie Harris – chair, Jerry Maya, Jeremey Maurer and Tony Perez
- F. Web Page – Ron Weber – chair and Jeremey Maurer
- G. Historian – John Clark
- H. Elections Committee – Pascual Benitez – chair
- I. Investigator Of the Year/Scholarship Committee – Nigel Phillips – chair and Elizabeth Aguilar
- J. Membership Committee – Suzanne LaMar-Scheack – chair, Erika Thompson and Jeremey Maurer
- K. Bylaws Committee - Jerry Maya – chair
- L. Audio Video – Jeremey Maurer and Nigel Phillips will co-chair
- M. Newsletter – John McCarty and Carlos Carrera

Carlos Carrera made a motion to accept the committee appointments as submitted. Sonia Ruiz seconded the motion. The motion passed unanimously.

VI. 2016-2017 BUDGET

	CATEGORY	PREVIOUS (2015-2016)	NEW (2106-2017)	Anticipated Revenue
1	Merchandise	3,000	4,000	1,500
2	Conference Fall 2016	12,000	12,000	12,000
3	Conference Spring 2017	15,000	12,000	12,000
4	Newsletter	0	300	
5	Board Meetings	4,000	4,000	
6	Equipment	3,000	3,000	
7	Bank Fees	1,500	1,500	
8	Secretary of State	50	50	
9	Taxes	500	500	
10	Post Office Rental	250	250	
11	Postage	0	200	
12	Executive Secretary	0	2,000	
13	Executive Treasurer	2,500	2,500	
14	Membership/Directory	0	100	11,200
15	Office Supplies	250	250	
16	Web Page	0	1,000	
17	Liability Insurance	1,273	1,273	
18	Storage Fees	1,600	2,200	
19	Miscellaneous	800	800	
	TOTAL	\$42,923	\$47,923	\$35,700

Elizabeth Aguilar made a motion to accept the 2016-2017 budget. Leticia Macias seconded the motion. The motion passed unanimously.

VII. Old Business

- A. EXECUTIVE SECRETARY – The board discussed responsibilities (mailings, e-mail list, member list/directory, member correspondence, etc.)...

Pascual and Jerry spoke to Annalee Yvanovich about working as DIA’s Executive Secretary. Her e-mail is ayvanovich@pubdef.lacounty.gov and cell is (951)233-7578. We discussed the position’s responsibilities and let her know she would be assigned

tasks by the DIA President, but would also work with other board members. She is interested and excited to take on the work.

The members committee will direct Jill as to Annalee.

The board discussed the salary of the executive secretary and hire Annalee Yvanovich.

Carlos Carrera made a motion to allow President Benitez to make a determination of the hiring of Executive Secretary at a rate of \$15 per hour. Jerry Maya seconded the motion. The motion passes by majority, 1 abstained.

- B. DIA OneDrive RESOURCE – President Benitez discussed being in the cloud. Please log in and check it out and give President Benitez your feedback. President Benitez will send out information to the board on the cloud.
- C. ONGOING PREP FOR DIA 50TH ANNIVERSARY! – Jerry Maya is in charge of the Fall Seminar agenda. Carlos Carrera is in charge of the facility and has the Best Western Dry Creek Inn in Hillsborough in mind. There is a winery nearby and we can continue to celebrate the 50th Anniversary and president’s reception there.
- D. HECTOR’S INVOICE: \$96.00 – Jerry Maya reported that the invoice has been taken care of.

VIII. New Business

- A. BANK ACCOUNT/SIGNERS – Pascual Benitez said he emailed updated passwords for DIA PayPal, G-mail, FaceBook, website, and OneDrive to Vice President Jerry Maya and Secretary Treasurer Elizabeth Aguilar. Pascual and Elizabeth will arrange a time to go to Wells Fargo and add her to the DIA Bank Account. Bob Childs also has a debit card and access to the DIA checking account. The board discussed deactivating Bob Childs’s debit card and it will be deactivated.
- B. PO BOX - Pascual brought up that the DIA mailing address is a PO BOX in Santa Maria. Former DIA President and Board member, Bob Childs, is willing to continue checking the mailbox, forwarding mail to the appropriate board members, and depositing checks into the DIA checking account. Currently, the post office sends him notifications via email whenever DIA receives new mail. The PO BOX is about 2 miles from his office and is convenient enough for him to access regularly. The board discussed to the keep the PO BOX as is. The Secretary Treasurer will email Bob Childs and let him know of the board’s decision.

- C. DITA/Conference Frequency – Jerry Maya brought up the frequency of both DITA and the Conferences and discuss the probability of making (2) DITA's a year and 1 conference a year; or having a 1 day conference versus 2 day conferences. The discussion was tabled to be continued for the next meeting.
- D. DITA MATERIALS – Leticia has the 15 banker boxes of DITA materials that were being stored in a closet in the Santa Maria Public Defender's Office by Bob Childs.
- E. BOARD MEETING REIMBURSEMENTS – The board decided to have the summer full board meeting where the president is (north or south).

Jerry Maya brought up the idea of board meeting reimbursements to increase the per diem and raising a ½ night's stay to a full night's stay plus \$25 p/d. The board discussed and tabled this for further discussion. President Benitez will email board members to remind everyone to bring in written ideas about reimbursement.

- F. SPEAKER DATABASE – Jerry Maya brought up the idea of having a Database for DIA & DITA presenters. The board discussed that every time someone puts on a conference we should be doing evaluations and keep them on a database for further use (speakers & topics). Jerry suggested there will be 2 databases, one for DITA and one for DIA.

The next meeting will be a south meeting. Location, date, and time TBA by President Pascual Benitez.

IX. Adjournment

Leticia Macias made a motion to adjourn the meeting. Carlos Carrera seconded the motion. The motion passed unanimously. The meeting adjourned at 3:15 p.m.

Respectfully submitted,

Elizabeth Aguilar
Secretary/Treasurer