



# **FBI NORFOLK CITIZENS' ACADEMY ALUMNI ASSOCIATION, INC.**

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## **BOARD OF DIRECTORS MEETING MINUTES** **September 14, 2009 – Norfolk FBI Office**

Members Present: Doc Thrush, Bob Spadaccini, Bud Warren, Donna Stephens, Jack Kavanaugh, Karen Templeton, Michelle Wallace, Aubrey Shelton, Jim Manley, Mike Freeman and Vanessa Torres from FBI Office, Larry Livingston (Guest), and Brenda Riggs, Recording Secretary

1. President Doc Thrush called meeting to order at 7:03 p.m. and attendees were introduced and welcomed.
2. Meeting Minutes – Bud Warren presented the minutes from the August 03 Board of Director's Meeting. A motion was made by Bob Spadaccini and seconded by Jack Kavanaugh to approve the minutes.
3. Treasurer's Report - Donna Stephens reported a Balance of \$9,470.86 as of today. A motion was made by Bob Spadaccini and seconded by Karen Templeton to approve the report.
4. FBI SA Mike Freeman Comments -
  - o FBI-SOS (Safe Online Surfing – Internet Challenge) – Vanessa passed out 3 packets describing the program that is offered to middle schools to educate students, parents, teachers and communities about online dangers and ways to recognize, report and avoid online crimes. Benefits:
    - Packet includes instructional CD
    - No cost to schools
    - They can do it at their own pace
    - Schools can win prizes
  - o 2010 FBI Citizen's Academy
    - Will be scheduled for about the same time. Have to wait until after October 1<sup>st</sup> to reserve time at Quantico.
    - Looking at upgrading the trip to stay a night around Quantico to allow time to go to the Hoover Building the following day.
    - May be able to schedule a day trip for Board Members to go to the Hoover Building
    - The application may be revised to include a 3rd page for references and to include a question such as "Are you interested in joining the Alumni group once you graduate the academy?"
    - All applications will be mailed when requested.
    - The Alumni need to develop a better explanation/description of what we do and how we support the FBI. We need to note the projects that we do and why it would benefit them to join the Alumni Group.
    - Will still have 24 class members

- Jr. Special Agent Program – Leslie Stanton (FBI Citizen's Academy Graduate) is beginning this program in Williamsburg for 4<sup>th</sup> and 5<sup>th</sup> graders after school at her school to educate them on cybercrimes, gangs, etc.
- Cyberbullying – Tuesday, October 6<sup>th</sup>, Meyera Oberndorf Central Library, 6:30 - 9:00, the Virginia Beach Crime Prevention Steering Committee is sponsoring a forum on Cyberbullying. The FBI was asked to send a SA to speak and answer questions.
- Hispanic Heritage – October 23, 10:00 a.m. – 11:30 a.m. – FBI Norfolk Office
  - Speaker from NASA
  - Alumni are encouraged to go

#### 5. Old Business:

- a. Progress report on projects.
  - 1. Theater - Patty Lindsey (absent) - Aubrey completed the flyer and will send it to the board tomorrow.
  - 2. Fun Run – Karen Templeton spoke with Rock Eason (K-9 Team) and Jerry Fosnick to get information and help with organizing a run. They both said that it would take a long time to organize. It was discussed with the Board and was determined that the scope/vision needed to be better defined:
    - Who are we targeting?
    - Location – Fort Story, Little Creek, High School
    - Will the FBI agents be willing to support it?
    - Should it be scheduled on the same day in support of the “Fallen Officers” in Washington, DC
    - Develop a committee to work on it (Karen, Vanessa, Jim and Bud volunteered)
  - 3. Child ID Kits - Aubrey Shelton has about 100 ID kits to be used at the “Safe Kids Day” on October 24<sup>th</sup>.
  - 4. Law Enforcement Luncheon - Bob Spadaccini
    - Committee members: Bob, Donna, Patty, David H., Mike F., Michelle, Shirley, Jack, Larry, Vanessa, David and Paul Chhabra
    - Meeting times will be established next week
    - Invitees:
      - Society of former Agents
      - FBI Citizen's Alumni Group
      - Need to decide on location, make invitations and get a key note speaker(s)
      - Funding for the event needs to be determined – are we charging a fee or not? If not, how do we cover the costs?
      - Planning on 60 – 80 participants
  - 5. Mentoring Program - Will no longer considered an FBI project.
  - 6. FBI Youth Academy - 2 Events Scheduled
    - Oct 7<sup>th</sup>, 8<sup>th</sup> - “Teen Day” from 8:00 – noon, with FBI agents at FBI Office and Oct 14 – First Colonial High School
    - Nov 16-20 – 10:30 – noon for seniors at Kellam High School; need speakers from our group to talk for about 20 minutes. Check with Vanessa if you would like to volunteer and work out a topic.

7. Status of website - Jim Manley (tech expert)
  - He needs access to the web site (password) – Michelle will get the password
  - Who is hosting the web site?
  - Vanessa Carter's mother obtained the domain site and we need to determine the details on it.
  - Web site content: calendar of events; pictures; description of programs
- b. Plans for Speakers at Membership meetings- Aubrey Shelton
  - TSA is our speaker for the next meeting on September 23rd
  - What gift should be provided to our speakers? Aubrey suggested a bag a groceries maybe from Trader Joes.
  - Motion was made by Aubrey to spend no more than \$50.00 for speaker gifts, seconded by Bob. Motion passed. Bud abstained. He didn't think that we should be spending our funds this way. Suggestions were made to an FBI coffee mug, FBI hat or a simple thank-you.
- c. Status of Virginia Solicitation Form 102 - Bud Warren – Received approval from the State of Virginia within 1 ½ months so now we can solicit for donations/funds in the state of Virginia
- d. Director and Officer Insurance (D&O) - Bud Warren – established on August 28, 2009 at a cost of \$400.00
- e. Status of member dues - Bud Warren – 58 paid members out of 103 alumni
- f. Other
  - National Dues – need to be paid

6. New Business:

- a. Proper use of FBINORCAA email database and Member Directory - Walter Camp (absent)
  - Alumni addresses and personal information cannot be used to forward emails unless the email is related to Alumni business or related activities.
- b. "Safe Kids Day" - Larry Livingston – October 24, 2009, from 10:00 a.m. – 2:00 p.m. @ 1248 Green Garden Circle in Green Run
  - Alumni will host a booth and hand out ID kitsMotion by Bob Spadaccini, seconded by Aubrey Shelton to participate in "Safe Kids Day" by hosting a table and handing out 100 ID kits. Motion passed
- c. "Not in Our Town" – Tuesday, September 29<sup>th</sup> Town Meeting on Gangs, Violence and Drugs, Sandler Center at Town Center, 6:30 p.m. Hosted by the Aaron Wheeler Group.
  - Forum Speakers include: F.B.I., Virginia Beach Police Intelligence Unit, Youth Opportunities Team, Virginia Beach Sheriff's Office and the Youth of the Community
  - Contact: Aaron Wheeler Group @ 757-305-1967 or online at [www.aaronwheelergroup.com](http://www.aaronwheelergroup.com)
  - It is recommended that the Alumni attend if possible.
- d. Other
  - Roster – Bud has updated and distributed the Alumni Membership Roster.
  - Fundraisers – Brenda suggested going to local restaurants that host fund raising nights to raise money for the Alumni. Some of the restaurants include: Texas Roadhouse, Atlas, Applebee's @ First Colonial Road, Max N Irma's, Macaroni

Grill, and Long Horn. Brenda will schedule an event after 10/24 so invitations can be passed out during the October events

- FBI Agent Care Packages – Mike F. suggested a program that the Alumni could do to support the agents/staff is to prepare a care package to send to agents/staff that are deployed out of the country for more than a couple months. Some suggested items are cards, food, candy, gum, books, label pens or challenge coins to swap with other foreign agents, etc. A motion was made by Jack Kavanaugh, seconded by Aubrey Shelton to prepare care packages for FBI employees who are deployed overseas for extended periods. Motion passed.
  - i. Committee to be established to include Aubrey & Karen
  - ii. Jim will email a list of items he has used before to Bud to send out to the Board and general membership to ask that they bring items or donations to the next meeting.
  - iii. This item will also be placed on the Quarterly Agenda to discuss at the next meeting on September 23<sup>rd</sup> and to ask for committee members.
  - iv. A basket will be set out at the general meeting for anyone to donate dollars towards this program.
  - v. Mike will provide names of deployed employees and their preferences to the Board each month.
- Police Unity Tour (bike) – Held on May 10<sup>th</sup> of every year – Do we want to support this program? Tabled to be discussed at the next meeting
- Next Board Meeting – November 9<sup>th</sup>, 7:00 p.m. @ FBI Norfolk Office

7. Adjourned at 8:36 p.m.

Brenda Riggs,  
Recording Secretary

**Important Dates to Remember:**

September 23<sup>rd</sup> – General Meeting 7:00 p.m. @ Norfolk FBI Office

September 29<sup>th</sup> - Not in Our Town” –Town Meeting on Gangs, Violence and Drugs, 6:30 p.m.  
@ Sandler Center at Town Center, Virginia Beach.

Oct – Restaurant Fundraiser - TBA

October 6<sup>th</sup> - Cyberbullying – 6:30 p.m. -9:00 p.m. @ Meyera Oberndorf Central Library, Virginia Beach.

Oct 7<sup>th</sup> - FBI Youth Academy - “Teen Day” 8:00 – noon @ FBI Office

Oct 14<sup>th</sup> – FBI Youth Academy @ First Colonial High School, Virginia Beach

October 23<sup>rd</sup> - Hispanic Heritage – 10:00 a.m. – 11:30 a.m. @ FBI Norfolk Office

October 24<sup>th</sup> - Safe Kids Day - 10:00 a.m. – 2:00 p.m. @ 1248 Green Garden Circle in Green Run

Nov 9<sup>th</sup> – Board Meeting – 7:00 p.m. @ FBI Norfolk Office

Nov 16<sup>th</sup> – 20th – FBI Youth Academy 10:30 – noon @ Kellam High School, Virginia Beach

March 13, 2010 – Theater Fundraiser

May 10, 2010 – Police Unity Tour

May/June - FBI Citizen's Academy