



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

## **Annual Meeting Minutes July 22, 2009 - Norfolk, VA**

1. The Annual meeting of the FBI Norfolk Citizens' Academy Alumni Association, Inc. (FBI NORCAAA) was called to order at 6:58pm at the FBI Office by Jack Kavanaugh, President. All attendees were introduced and welcomed.

2. The following members were present: Jack Kavanaugh, Doc Thrush, Bud Warren, Vanessa Savage, Tom Kahler, Nony Abranjano, Donald Ross, Cookie Ketcham, Aubrey Shelton, Jr., Nancy Newlen, Carl Clements, Bill Meyer, Donna Stephens, John Perrigo, Dave Babashanian, Meredith Brooks, Brenda Briggs, Robert Spadaccini, Bert Holmes, Jr., David Hicks, George Burrige, Walter Camp, Jim Manley, D. Lee Kimble, Jane Marks, Glen Anders, Michael Daniels, Paul Chhabra, Karen Templeton, Rod McLeod, Dennis Heuer, Geogia Allen, Larry Livingston; guests: Nancy Bagnoli and H.L. Marks. ASCA Michael Erbach and Community Outreach Specialist Vanessa Torres were present from the FBI Office. A quorum was present to conduct business as required by the Bylaws.

3. The Minutes of the April 22, 2009 Quarterly meeting were distributed to all members by email and by U.S. Mail. Motion by Brenda Riggs and second by Aubrey Shelton, Jr. that the minutes be approved. Motion passed.

4. ASAC Michael Erbach presented plaques from the FBI Norfolk Office to outgoing President Jack Kavanaugh and outgoing Secretary Bud Warren in appreciation of their efforts in establishing the FBINORCAAA. He thanked all members for their excellent support of the FBI Norfolk Office and reminded us that we are Ambassadors of the FBI to our communities and work places.

5. The Treasurer's Report was presented by Treasurer Donna Stephens. The balance in the account as of this date is \$8,557.27. We currently have 54 paid members for 2008-2009 and 38 paid members for 2009-2010. A copy of the Treasurer's Report is attached. Donna presented the Budget for 2009-2010. We have a projected income of \$5,500.00 and projected disbursements of \$4,405.00. A copy of the budget is attached. Motion by Larry Livingston and second by Aubrey Shelton, Jr. that the Budget be approved and the Treasurer's Report be filed for financial review. Motion passed.

6. Nominations Chairman Bud Warren presented his report:

President -	Donald "Doc" Thrush (2-year term)
Vice President -	Robert Spadaccini (2-year term)
Secretary -	Francis L. "Bud" Warren (1-year term)
Treasurer -	Donna Stephens (1-year term)-

Directors - Karen Templeton (2-year)  
James Manley (1-year)  
Aubrey Shelton, Jr. (1-year)  
Michelle Wallace (2-year)  
Patricia Lindsey (1-year)

Motion by Larry Livingston and second by Dennis Heuer to close nominations. Motion passed.  
Motion by Michael Daniels and second by Dennis Heuer to elect the slate of officers and directors as presented. Motion passed.

7. Outgoing President Jack Kavanaugh thanked the Officers, Board and Members for all their efforts on behalf of FBINORCAAA. He stated that we started small but we are building as we grow. He recognized the Little Theater project that was started two years ago and has been a major source of income along with the Member Dues. President Doc Thrush presented a plaque to Jack from FBINORCAAA in recognition of his work and leadership as President.

8. Vanessa Torres briefed the members on the responsibilities of her position as Community Outreach Specialist and some of the priorities for the coming year. She works with the community to help them gain an understanding of the FBI and in particular the Norfolk Office. Some of the topics she covered are listed below:

**CREST:** (Community Relations Executive Seminar Training). Brenda Riggs arranged for Vanessa to present CREST to city of Virginia Beach employees. She encouraged members to attempt to line up a CREST seminar in their companies or organizations.

**SCHOOLS:** She is attempting to set up workshops on anti-gangs activities, drugs prevention. She would like to set up a program to distribute Child ID Kits. The kits are currently back-ordered.

She looks forward to working with the FBINORCAAA

9. **Remarks by President Doc Thrush:** He passed around a template of the newsletter that Aubrey Shelton is developing for the chapter. He encouraged members to contribute information and articles to the newsletter.

The theater play for 2010 will tentatively be the "Twelve Angry Men". We need sponsors for the play to cover the production cost of \$1,000. Each member will be issued tickets to sell and the income from the tickets will be profit for the chapter. We netted \$2,800.00 this year from the play.

Doc attended the National FBINCAAA Congress in Phoenix, AZ and represented our chapter. It was a very busy few days with 7:00am to 7:00pm classes and networking. He picked up some good information from established chapters and will implement some of their practices and programs here. We will plagiarize from chapters that "have done it". We are in the Northeast Region of FBINCAAA. There are 56 chapters with FBI Citizens Academy Alumni. Dues in other chapters are as high as \$1,000 a year with the average in the \$50.00 to \$100.00 range.

He will call a Board of Directors' meeting for August 3, 2009. Some of his goals for this fiscal year are: Assist with the Child ID Kit program and hold a Law Enforcement Luncheon for local law enforcement graduates of the FBI Academy at Quantico. Other goals will be discussed with the Board of Directors at the August meeting.

He recognized Nony Abrajano for preparing name badges for the membership. This will help members to get to know each other at the meetings and projects. He also recognized Mike

Daniels for all the work he did in organizing the Alumni clothing purchase for Norfolk members. Doc thanked Patty Lindsey for going out and purchasing the outstanding refreshments for the Annual meeting.

10. **Committee Reports:**

a. **Fund Raising** – Major fund raiser will be the Theater project. Patty Lindsey has agreed to chair the committee for the Theater project. We will also consider an Annual Fun Run with an Elementary School. The members present unanimously approved the Theater project as a fund raiser for 2009.

b. **Public Relations** – Will be meeting with the Program Committee to work together on activities for the year.

c. **Food Committee** – Committee Chair Michelle Wallace thanked members of her committee for the great food that was provided for the 2009 class.

d. **Program Committee** – Chair Aubrey Shelton, Jr. announced that the next Quarterly meeting will be held on September 23, 2009 and we will have a speaker from TSA. He is also looking at getting speakers from the Coast Guard and NCIS for future meetings.

11. **Old Business:**

a. **Status of FBINORCAAA Website.** The president recognized Vanessa Carter and her mother for their work in getting the website off the ground. He requested volunteers to work with them to continue building the site. The following members volunteered: Jim Manley, Larry Livingston, Aubrey Shelton, Jr. Cookie Ketcham, and Bill Meyer  
The national FBINCAAA website has established a Member Database. Each member can go on line and sign in and fill out a form with their information. This information will include any special capabilities the member has that would be valuable to the organization. Doc will email the password and username to the members.

b. **Status of Virginia Solicitation Form 102 and IRS 501 (c) (3) tax exemption.** Bud warren reported that we have received approval of our IRS Federal tax exemption. He informed members that the approval was granted in eighteen days after the submission of the form. The form 102 has been submitted to the State of Virginia but may take some time to be approved. He was informed by the office handling the form that they are now working on May 2009 requests.

c. **Director and Officer Insurance:** This type of insurance is available through the FBINCAAA National Office for a \$500.00 annual fee. Motion by Walter Camp and second by Cookie Ketcham that the insurance be purchased for the Norfolk Chapter. Motion passed.

12. **New Business:**

a. **Proper use of FBINORCAAA emails database and Member Directory.** Members should be cautious in guarding the confidentiality of these items. They are for internal use only. The email directory should not be used to distribute material that does not directly relate to the business of the FBINORCAAA. We have a policy of blind copying (bcc) our address data base when sending emails.

13. The date of September 23, 2009 was established for our next quarterly meeting. Location will be at the FBI Office in Norfolk. The speaker will be from Homeland Security.

14. The meeting was adjourned at 8:05pm.

Respectfully

A handwritten signature in cursive script, appearing to read "F.L. Warren, Jr.", written in black ink.

F.L. Warren, Jr. Secretary