



California Association for Property and Evidence, Inc.

Serving the Needs of Law Enforcement Property and Evidence Personnel

State Board Meeting - Minutes

Location: **Zacari Dunes Mandalay Beach by Hilton – Oxnard**

Date: **Saturday January 20, 2024 – 8am to 4pm**

Attendees

Kim Carlson, Russ Tyndall, Randy Carpenter, Mia Medlin, Melissa Dooley, Naomi Carter, Christine Bair, Tim Thomas, Lauren Rackley, Debi Jensen, Jason Hunter, Jon Briery, Renee Souza, Jessica Ullemeyer, Tina West, Megan Sherba, Christina Livesey

Minutes

Introductions

MD – Chapter President Responsibilities

- Meetings
- Trainings
- Guidelines
- New members
- Financials

NC – Property Officer of the Year

- Nominations
- Deadlines
- Voting

RT – Website/App

- Sending emails to your chapter/members
- Account Administrators v. Web Editor
- Updating/Editing Chapter websites

TT - Updating Chapter Email List

- How to

TT – Chapter Questions/Discussion Forum

- For members



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- Create topic and post
- How to subscribe to topic or forum

KC – Property & Evidence Professionals Appreciation Week (First week in April)

- TT Makes Motion for P&E Appreciation Week
- MS 2nd
- All in favor
- Motion passes

Round Table Discussion

- KC and LR update on seminar room accommodations
- Overflow accommodations at Oxford Suites

CB – Elections

- State Board elections occur on even years
- Chapter Board elections occur on odd years
- Seminar is seat of new State Boards
- July is seat of new Chapter Boards

MD – Chapter Guidelines and Bylaws

- Chapter guidelines can be unique, but cannot contradict CAPE Bylaws
- Any rewrites are submitted to State Board for approval
- After Board approval, rewrites are submitted to members for a vote

RC – Financial Report

- Chapter budgets
- What budgets can be used for
- Additional funds/How to request

MM – Seminar President's Meeting

- President's meeting will be on March 25th at 11:00am in Rhonert Park
- Attending: NorCal (president), Alta (representative), Sierra Nevada (president), Central Coast (president), Central Valley (president), Monterey (representative), San Diego (representative), Orange (president), Inland (president) Greater L.A. (TBD).



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MM – Seminar Chapter Meeting

- Seminar chapter meetings go towards the total trainings required for chapters
- Which chapters are hosting meetings at seminar
- Chapters hosting:
 - NorCal – yes
 - Alta – (TBD)
 - Sierra Nevada – yes
 - Central Coast – yes
 - Central Valley – yes
 - Monterey – yes
 - San Diego – yes
 - Orange – no
 - Inland – yes
 - Greater L.A. – no

Round Table Discussion

- State Board Nominations are open
- RC, TT, and RT will be leaving the State Board
- 2025 CAPE Seminar will be in Oxnard, CA
- Mtg. for 2025 Seminar will be on March 28th @ 7:00pm in Rhonert Park

End