

KCA EXECUTIVE BOARD MEETING – JUNE 10, 2008

X	Colene Fischli, President	X	Karen Rohling, Vice-President
X	Peggy Steimel, Secretary	X	Sandy Barnett, Treasurer
X	Jeff Duncan, Member-at-Large	X	Ron McVeigh, Member –at-Large
X	Geri Reece, Member-at-Large	X	Thomas Schmitt, Member-at-Large
	James Terrones, Past President		

President Fischli called the KCA Executive Board meeting to order at 9:17 a.m. Introductions were made and welcome extended to Thomas Schmitt, Sandy Barnett and Peggy Steimel who are participating in their first board meeting. There were no minutes to approve and business at hand was to discuss the upcoming KCA Conference and items to be included in the next edition of the newsletter.

TOPIC	DISCUSSION/DECISION	FOLLOW-UP
Contract	<ul style="list-style-type: none"> ❑ KCA Fall Conference will be held on Sunday, October 26 through Wednesday, October 29, 2008 at the Highland Hotel in Great Bend. The theme decided was “Connecting the Dots...Meeting the Re-entry Challenge Across the Correctional Continuum”. ❑ Contract has been signed with the hotel and Karen Rohling has had contact with them requesting additional information. She has received some banquet menus and the hotel needs to know whether or not they will be required to prepare meals. The cost of the meals is usually included with the registration fee, which in the past has been \$75-80.00. A motion was made by Jeff Duncan and Seconded by Sandy Barnett to authorize Karen to coordinate and make final arrangements with the Highland Hotel for the conference. The Motion carried 	<ul style="list-style-type: none"> ❑ Karen to inquire about corporate rates for meals.
Meals	<ul style="list-style-type: none"> ❑ Discussion about how many meals to provide and to what extent/amount of money to expend. Breakfast meals ranged from \$4.95 - \$8.95 and lunches around \$12.95. It was decided to provide a continental style breakfast on Monday and Tuesday and a breakfast buffet on Wednesday for the Women in Corrections forum. Lunch on Monday and a banquet style meal on Tuesday evening for the Awards Ceremony. 	
Registration	<ul style="list-style-type: none"> ❑ Great Bend Convention and Visitor’s Bureau has stated they have Welcome Packets (need approximately 150) they will supply and will also assist at the registration table for a couple of hours but asked not to be responsible for handling money. KCA information to be included in the packets needs to be to Great Bend Convention and Visitor’s Bureau at least a month in advance. What about information from ACA to include? 	<ul style="list-style-type: none"> ❑ Geri Reece to follow up with ACA.
Vendors	<ul style="list-style-type: none"> ❑ We will request vendors and see if one of the vendors will sponsor a hospitality time on Sunday evening and then have booths available during the conference time. Karen stated her Business Administrator would make some contacts. Mark is to contact him about vendors who have assisted in the past. 	<ul style="list-style-type: none"> ❑ Colene to visit with Jim about vendors and “freebies”.
Presenters	<ul style="list-style-type: none"> ❑ Karen suggested L.E. Bruce as a motivational speaker for the opening session on Monday. Other suggestions were mentioned for the Monday lunch speaker: Dr. Ron Willis, Larry Hatteberg, and Bob Day. Follow up with ACA to see if Gary Maynard, ACA President is available to provide welcome on Monday morning. ❑ Karen has been in contact with FHSU and BCCC to see what interests they might have in session topics. ❑ Women in Corrections forum on Wednesday morning – suggestions were to have information about the re-entry program and an inmate panel. Karen Rohling stated she has the Stop Violence group that could provide the panel. 	<ul style="list-style-type: none"> ❑ Geri Reece to follow up with ACA. ❑ Sandra Haas (EDCF) will handle this.
Breakout Sessions	<ul style="list-style-type: none"> ❑ Geri has a form she will send to members that ask for ideas/suggestions for topics. Each member can then send to folks soliciting for interest topics and future training session topics. Suggestions are due by July 1. ❑ It was determined there would be two sessions occurring at the same time for a total of 6 (2 morning and 4 afternoon) on Monday and 8 for Tuesday (4 morning and 4 afternoon). 	<ul style="list-style-type: none"> ❑ Karen and Peggy will meet to discuss after July 4.
Tours	<ul style="list-style-type: none"> ❑ Tuesday afternoon we can schedule tours. Possible tour sites would be ECF, LCMHF, LJCF, LSH (get with Dr. Schutter), and Barton and Rice County Jails. 	<ul style="list-style-type: none"> ❑ Karen and Peggy to coordinate.

Ice Breaker Event	<ul style="list-style-type: none"> <input type="checkbox"/> There was discussion about the Sunday activity. There is usually a golf tournament and Karen Rohling has folks who would be willing to organize this. It was also suggested that perhaps we have an old fashioned country barbeque and hayrack ride. Be thinking of ideas and present at next meeting. 	
Awards	<ul style="list-style-type: none"> <input type="checkbox"/> Colene to get with Mark about the awards ceremony. Ron McVeigh has three Eagles. Information will be placed in the newsletter asking for award nominations. 	
Newsletter Items	<ul style="list-style-type: none"> <input type="checkbox"/> Sandy Barnett and Peggy Steimel to provide a photo and bio to Ron McVeigh and Holly Zane for webpage and newsletter. 	
Treasurer Report	<ul style="list-style-type: none"> <input type="checkbox"/> Information about how to transfer the KCA funds to Sandy needs to be received from Melissa. Report that there is \$2100 in Topeka account but should be another substantial amount needing transferred. <input type="checkbox"/> Approval was made to allow Sandy to pay the website fees. <input type="checkbox"/> Follow up with Murphy's Trophy and Joe's Barbeque to see if these were paid. Sandy did pay an invoice to Hutch Print Shop. 	
Next Meeting	A follow up conference call has been scheduled for Tuesday, July 15, 2008 at 9:00 a.m. Use the same number and PIN number of join the conference call.	

Notes by Peggy Steimel, Program Specialist I