

Southern Association of Forensic Scientists – Executive Board Meeting

Meeting Minutes

November 16, 2015

Present: Tiffany Warren, President, Diana Williams, President-elect, Tanja Kopp – Treasurer, Kristen Fripp – Secretary, Jesse Brown – Newsletter Editor & past-President, Danny Kirkpatrick – Board Member, Lynn Black – Board Member, Mile Healy – Board Member and Nicole Astor – Board Member

Next meeting: February/March 2016

I. Opening

Meeting was called to order at 1902 CST by President Tiffany Warren.

II. Discussion

- A. Approval of minutes from previous meeting: all yeas
- B. Treasurer report (Tanja Kopp):
 - Summary of funds:
 - Primary account: \$7,517.68
 - 2013 Meeting Account: \$25802.41 (used by 2014 meeting as primary account)
 - 2014 Account: \$2000.00
 - 2015 Account: \$1669.25
 - CD: \$13,769.26
 - T. Kopp informed board that accounts will be consolidated to a primary account, two meeting accounts and the CD in near future to keep better track of finances
- C. Recap of 2015 Meeting (Diana Williams):
 - a. Meeting went ~\$15,000 over budget, funding shortfall taken from 2014 meeting surplus
 - b. From survey given, mostly positive feedback concerning content and activities
- D. Over budget at 2015 meeting lead to a discussion about meeting planning. Diana emailed group an old (and probably) outdated guide. Tanja and Kristen are going to provide SAFS with budgeting spreadsheets and other information – vendor lists, etc. in near future
- E. Audit of financial records will be conducted by Lynn Black at the 2016 meeting – treasurer and secretary will bring records for review
- F. Membership roster and dues invoices: Jesse Brown will be send roster to Tanja and Kristen by 11/27/15 and the due notices are expected to go out on 12/1/15 with a end of January due date - dues can be paid via PayPal or check.
- G. 2016 meeting update: found cancelled check for deposit – hotel had misplaced; move from sales to a BEC at hotel, some workshops will be open to individuals outside of SAFS but will be charged extra to attend, some vendors will be using rooms for other clients, open a crime scene section/track at meeting, Jesse asked about an armorer's course as there are several local companies near Sarasota; Jesse will put Sarasota information on website soon

III. Adjourned

Meeting was adjourned at 1928.