

Southern Association of Forensic Scientists – Executive Board Meeting

Meeting Minutes

April 11, 2022

Present: President Lynn Black; President-Elect Kristen Fripp; Secretary Karlie McManaman; Treasurer Tanja Kopp; Members-at-Large Nicole Astor, Mike Healy, Toni Broome, and Laura Lawrence; Immediate Past President Danny Kirkpatrick, Diana Williams (for parts 1 & 2), Desiree Reid (for part 1)

Next Meeting: TBD

Meeting called to Order @ 7:40pm, meeting adjourned @9:02pm

1. RAC at AAFS update – Desiree: they are trying to make a committee for sharing free training opportunities. Attend one meeting at AAFS and two to three others throughout the year. All associations are hurting for members, trying to increase membership for the Academy and all regional associations as well. Need someone new to bring a new point of view and ideas. Ideal to have someone who is also AAFS member so we don't have to pay for them to go to meetings.
 - Lynn suggested Susan Malloy – recently moved from California to Greenville, SC and will become member at this year's meeting. Susan is willing to be the rep but isn't sure if her boss will allow it.
2. 2022 meeting - Diana and Kristen: registration opened last week and we got about 40 people within the first couple days and now have 117 registrations.
 - Lots of participants who are not a member of SAFS or any regional association
 - Eventbrite doesn't talk to WebEx but it is easy to use and everything so far has been free – Kristen will look into options for paid registration for Gulf Shores
 - Niki asked how many people opened the email (because they go to spam) – Kristen said ~35% (same as usual) but a lot of traffic came from people watching website, before email was sent
 - We only have 1 WebEx license (200 people) and can cap if we need to, or, if we need >200 spots we can buy another license for \$15/month just for April
 - i. Motion passed to purchase additional license, if needed
 - Presenters don't need to register (Kristen will send direct links) but they will count into total participants
3. Nominations update – Danny: three applicants for two Member-at-Large positions
 - Amanda Venable (NC State – Drug Chemistry), Allison Galassie (NC State regional – Drug Chemistry), April Brown (GBI regional – Drug Chemistry)
 - Will post candidate profiles on members only section of website
 - Motion passed to proceed with current candidates and open spot nominations
 - Danny will discuss President-Elect position with someone and report back
 - Kristen – 19 people applied for membership but several are missing info

- i. People stay on list for 4 years but if they don't fulfill requirements (usually meeting attendance) they will be dropped and have to reapply
- 4. ABC exam in Atlanta update – Mike: total of 8 people taking exams in morning or afternoon sessions on 4/22. Niki & Tammy will serve as TSMs.
- 5. Treasurer update - Tanja: taking in dues so we have more money. >\$13,000 in CD, PayPal = ~\$9,000 and ~\$48,000
 - May need to host in-person Board meeting since we are virtual again this year, possibly in Gulf Shores before next meeting
 - No longer banking with SunTrust – it's now Truist
- 6. Mailchimp – Kristen: we use free version of mailchimp for mass mailings (1 login, 500 max contacts (we have 260))
 - Essentials plan is \$11/month = 3 logins (would use for President, Secretary, Treasurer), also has design templates
 - Or Standard \$17/month plan = 5 logins (President-Elect would also get login, plus floating login for whoever needs it), not sure if there are any other benefits
 - Mailchimp has tags (e.g. "retired" so that they don't get dues emails, specific discipline, etc.), tells you open & click rates, which ones bounce back (to then remove from the mailing list), can update email addresses on our end. Worth continuing to use (other organizations, such as ABC, use and like it).
 - Motion passed to purchase Essentials package for more logins and different email designs
- 7. Other
 - Forendex – Agnes just asked Kristen for more info, they will get in touch later
 - i. In specific code that doesn't make much sense. Will tell them to put on its own network because it was very vulnerable to hacking and is probably full of viruses. We are not taking any responsibility for it – may need to have them sign a liability waiver. Mike will talk to forensic lawyer friend to try to draft something up.
 - Quarterly free workshop for members only – Kristen: rotating disciplines (at least Bio, Chem & Trace, maybe Tox to help try to recruit more Tox members, leadership, ethics/bias, quality/standards), SAFS members could present or we could hire presenters. Training hours would be a nice perk for members. Share through members-only section of the website so members would get attendance certificate. Could host through WebEx, TER Committee could organize.
 - i. Kristen will reach back out to two members or TER committee to share Board's vision for the committee and see if either of them is willing to be the chair
 - Audit Committee - Tara Ransom agreed to be chair