

Southern Association of Forensic Scientists – Executive Board Meeting

Meeting Minutes

September 29, 2023 – Chattanooga, TN

Present: President Allison Galassie; Treasurer Tanja Kopp; Secretary Karlie McManaman (via Teams); Past-President Kristen Fripp; Members-at-Large April Brown, and Meredith Lanford (via Teams)

Next Meeting: TBD

Meeting called to order at 8:37am, meeting adjourned at 5:28pm

- 2024 Annual Meeting Update
 - Social Chair? Some interest from TN people who are not yet members – Tanja will work with them as long as they have applied to become members
 - Posters – Allison has emailed schools to recruit students
 - Tuesday night – do a fun networking event with recruiting tables for State/local agencies, offer a free workshop Tuesday afternoon to students who are presenting posters
 - Can offer vendor space (if empty) to agencies (TBI, NCDOJ, GBI, etc.) to set up recruiting tables.
 - Workshop/Plenary Ideas – need more
 - Workshops: we have a few Bio and Chem ideas, vendors who want to present, lean six sigma, quality, resiliency
 - Plenary ideas: missing persons/murder case in TN
 - Member pricing offer for other regional organizations
 - Some organizations offer member pricing to all regional organizations – we will try this moving forward, people will need to show proof of membership
 - May come up with extra perk for people to still be SAFS members (quarterly training webinars, extra drink ticket at the meeting, etc.)
 - Goal: get everything locked in enough to be able to open meeting registration in January, vendor registration by November
- Committee Updates
 - Ethics – committee full
 - Lynn Black is chair
 - Amy Winters (MS) and Dagny Brogdon (GBI) volunteered
 - Nicole Astor (GBI) and Toni Broome (SLED) as past board members
 - Member of the affected section to be appointed at the time of complaint
 - Awards and Communications
 - Tiffany Vinson – still chair
 - Will send scholarship info to Tiffany once we have everything settled
 - TER

- Shannon Roy (MS), Amber Carroll (GBI), Bianca Fulks (GBI), Bob Ollis (Spectre Scientific), Kouwendy Baawo (GBI, applied to be a SAFS member) – appointing Shannon as chair
 - Audit
 - Tara Ransom – still chair
 - Other members determined by Bylaws
 - Nominations
 - Dagny Brogdon (GBI), Adam Lewis (NCDOJ)
 - Membership
 - Amanda (Future President) chair
 - Can be a one-person committee
 - All committee chairs need to confirm that members are given things to do and that they participate before we sign off on ABC points (or similar)
- Awards and Scholarships – Criteria and Deadlines?
 - Need to add page to website
 - Ed Rhodes (ABC)
 - Need to add form from ABC's website
 - Request CV from applicants
 - James W. Campbell Jr (meeting registration for a new member or associate member)
 - Need to create application form – basic contact info and personal statement (similar to Ed Rhodes)
 - Kristen will write up a short bio about Wally and his dedication to SAFS/field of forensics to add to top of application
 - Lynn Henson (personal certification fees)
 - Need to create application form – basic contact info and personal statement (similar to Ed Rhodes)
 - Will ask Tammy to write up a short bio about Lynn and her dedication to SAFS/field of forensics to add to top of application
 - Application timeframe for all three: open October 1st (will be late this year) through December 31st, decide at a quick Board meeting in January, announce by February 1st
 - Keep info on website year-round, but deactivate application link outside of Oct-Dec timeframe
- Administrative Rules
 - Considerations for next changes to Bylaws:
 - Voting on new members twice per year, allowing Board to vote instead of entire membership
 - Remove Robert's Rules
 - Decrease required number of members in the Bylaws
 - Archived research grants
 - See tracked changes version for other updates
- Future meeting updates
 - Money is tighter than in years past. Need to go back to SAFS only paying travel and two-nights hotel for Board members to attend annual meeting (added to Admin Rules).

- For this year: current officers receive lodging M-F, members-at-large and past-president receive two days.
 - If Board member wants to attend extra days with SAFS paying, they can talk to Board ahead of time about working on-site. To be evaluated on case-by-case basis.
 - Will require pre-approval for all travel expenses.
 - Hyatt Regency Jacksonville contract signed for May 5-9, 2025
 - \$135 room rates
- Website Overhaul
 - Kristen will handle updates to public areas:
 - About SAFS: remove *deceased designation from past presidents
 - Leadership: add committee members
 - Annual Meeting: clean up, fix dates
 - Resources: add Awards/Scholarship page
 - Join SAFS page
 - Add Associate Member
 - Update requirements (student information is incorrect)
 - Karlie will handle and changes in members area:
 - Remove voting button from profile
 - Need to fix online membership application to send sponsor forms to people
 - Awards and scholarships (in public area)
 - Award nomination forms
 - Clean up Admin Rules and add to About SAFS (in public area)
 - Tanja will handle travel request and reimbursement forms
- Treasurer report:
 - Main checking: \$23k+
 - \$10k deposit to Chattanooga already paid
 - All PayPal money moved to main checking. Stripe will be used moving forward – cheaper than PayPal
 - Two meeting accounts: ~2k each
 - CD: almost \$14k