

**VCAN Board Meeting Minutes**  
**September 8, 2008**

Meeting began at 1400 hrs.

**Members present:** Vice President Mary Garrand Craige (Alexandria PD), Treasurer Steve Hawthorne (Portsmouth PD), Secretary Kristin O'Connell (Charlottesville PD), Certification Chairman Amy Whitmore (Virginia State Police), Membership Chairman Alan Ball (Virginia Beach PD), and Past President Lynn Brewer (Newport News PD).

***Item 1 – Fall Symposium Planning***

- Discussed GIS session
  - Joe Ryan is preparing materials and will use Fairfax data.
  - Lynn has tested computers to make sure there are no problems with licenses.
  - Greg will set up computer lab and be available if any problems arise.
- VSP and ViCAP will use NNPD laptops.
- Lynn will print handouts.
- Lynn sent Julie hotel information and Mary will contact her before symposium.
- The Admin team of the Newport News PD will set up the room. All Board members interested in helping set up can arrive at NNPD between 7:30-8:00 am.
- Kristin will prepare Analyst of the Month submissions to post at the symposium. (NNPD will provide 10 easels.)
- Mary will contact Jen about name tags.
- 32 members were registered as of September 8<sup>th</sup>.
- Members will park in the main lot of the NNPD located at 9710 Jefferson Ave, Newport News, VA.
- The \$10 fee will be collected when members sign in.
- A breakfast of bagels, juice, and coffee will be served.
- VCAN members will vote on Analyst of the Year at lunch. The recipient will receive a paid membership for the following year, a \$50 gift card, and a certificate.
  - Kristin will prepare ballot for Analyst of the Year.
- There will be a 50/50 raffle, as well as VCAN logo items for sale.
- A box lunch will be provided.
- Symposium will start at 9:00 am and go until 4:30 pm.
- Certificates will be handed out to members when symposium evaluations are received at the end of the day.
- Board discussed ways to advertise.
  - Will not advertise on LEANALYST.
  - Amy will advertise in the Fusion Center Weekly Bulletin.
  - VCAN listserv.
  - Tami will advertise on DCJS website.

- Possibly IACP and Virginia Sheriffs Association.
- VCAN members will vote at the Spring symposium about an increase in dues.

Next Board meeting is set for Tuesday, October 7<sup>th</sup> at 1400 hrs.