

12.3.2021 Officers Meeting Minutes

PRIMEX

I. Call to Order

- a. Piper calls the meeting to order finding a quorum fit to conduct business.
- b. Horgan calls the roll of those present: Sue Collins, Toni Pappas, Wendy Piper, Tom Tombarello of the Officers. Danielle Duchesne, Kate Horgan, Jim Monahan of the Dupont Group.

II. Approval of past meeting minutes (9.10.2021)

- a. Piper presents the minutes from the September 10, 2021, meeting of the Officers. Piper points out a couple of changes, to replace “kick back” with “revenue sharing” in section V.a. and to remove the highlight from the highlighted sections. Collins makes a **MOTION** to approve the minutes with corrections provided by Wendy. Pappas **SECONDS** the **MOTION**. Piper invokes unanimous consent. Hearing no objection, the **MOTION PASSES**.

III. Financial Update

- a. Collins presents the financials as of November 30, 2021. Collins notes that revenues on corrections, conference registrations, and sponsorships are down, but expenses are also down, leaving the budget relatively balanced. Collins notes a small number of outstanding Conference registrations and sponsorships. Collins also explains that the expenses are generally well within guidelines. No questions fielded from the Officers.
- b. Discussion related to the budget regarding approved Corrections Affiliate spending for the Corrections Academy.
- c. Feedback offered about the virtual Conference. Negative feedback from the virtual theater experience of 2021. Discussion of option to have webinar trainings throughout the year and have a single-night dinner event. Discussion to form committee or informal group to plan 2022 Conference. Discussion to target past host county representatives to be on committee.

IV. Dupont Group Contracts

- a. Monahan presents the Dupont Group contract and scope of work and the Rumford Management contract and scope of work. The Dupont Group staff leave the meeting to allow for the Officers to discuss the contracts. Tombarello makes a **MOTION** to advance the Rumford Management and the Dupont Group contract to the Executive Committee with approval. Piper **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.
- b. The Officers agree to table the White Birch contract as the Annual Conference may be redesigned. The Officers discuss the idea of a single night event with training webinars throughout the year. The Officers will recommend to the Executive Committee the formation of a committee to determine the structure of the 2022 Annual Conference or related event(s).

V. Other business

- a. No other business.

VI. Next meeting

- a. The next meeting will be Friday, January 21, 2022, at Primex.

VII. Adjournment

- a. Piper makes a **MOTION** to adjourn the meeting. Tombarello **SECONDS** the **MOTION**. Piper invokes unanimous consent, and hearing no objection, the **MOTION PASSES**.

Minutes prepared by Danielle Duchesne on December 3, 2021

Minutes approved on January 21, 2021.