



ILLINOIS CORRECTIONAL ASSOCIATION

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Illinois Correctional Association / Executive Committee meeting Tuesday, November 6, 2012 / Teleconference (Chicago) (1 p.m.)

I. Call to order: Jerry Butler (1:06 p.m.)

II. Roll Call: Jerry Butler (President); Patrick Firman (vice-president); Catherine Linaweaver (Board member); Jim Thomas (secretary); Mariya Kozlova (Board member)

III. Approval of September Minutes

Patrick moved acceptance; Catherine seconded.
Unanimous approval

IV. Officer Reports

A. President (Jerry Butler)

1. Mike Lukas, Accreditation Manager at McHenry Country Jail was appointed chair of the Standards and Accreditation Committee.

B. Vice-President (Patrick Firman)

1. Working with Mariya to upgrade the ICA homepage.

C. Treasurer (submitted by Richard Hart)

1. Current total balance: \$14,261.96
2. A separate account for students will be opened next week with \$285 transferred from the ICA account plus a \$100 contribution.

D. Secretary (submitted by Jim Thomas: See appendix A)

E. Membership Chair (Catherine Linaweaver)

1. Working on the following strategies for bolstering membership:
 - a) Personalized emails will be sent to lapsed members this month
 - b) Personalized hardcopies will be sent to all lapsed members
 - c) Recruitment drive will prioritize two target areas:
 - 1) Federal Bureau of Prisons
 - 2) Illinois Sheriffs
2. Will explore involving BoP staff in planning for 2013 conference
3. Cautioned about the need to assure that no federal resources are involved in non-BoP activities that would be in non-compliance with Federal ethics guidelines
4. An immediate priority: Tailoring information to specific agencies or justice areas listing what the ICA can do for them

F. Newsletter Editor/Public Relations Chair (Mariya Kozlova)

1. The second ICA newsletter will be sent out about mid-November
2. ICA out-reach could be expanded by targeting non-ICA members for prison tours or other events as a way of public education or recruitment. Participants would be targeted by a core commonality of interest in criminal justice or as stake-holders ICA-related issues.
3. ICA will soon establish a presence on Facebook and Twitter

V. Old Business

A. 2013 annual conference

1. The date of the 2013 conference is planned for October 6
No vote necessary: Consensual approval
2. Location: Pekin, FCI will be explored as the venue
No vote necessary; Consensual approval
3. Format: To be decided by the Planning Committee. Suggested format will be two or three topics with speakers and/or panels, plus annual business meeting.

B. Progress of Committee chairs selection

- 1) Program committee: Catherine will contact Pekin FCI for chair and/or members; She urged that a member of the Student Affairs Committee be on the planning committee
- 2) Committee of Inquiry: The chair and some members should have accounting and/or legal expertise for auditing finances and review of records. Names will be submitted to the president prior to the next meeting.
- 3) Nominations committee: Nominees will be submitted to the president
- 4) Remaining committees: Deferred until after first of the year

C. Status of tentative 2013 ICA spring workshop

No motion necessary: Consensual agreement to cancel spring workshop and focus on fall conference

VI. New Business

A. ICA USPS mailings to lapsed members:

- 1) Approve postage expenditures for hardcopy mailings for membership drive.
Consensual agreement to wait for cost estimate
- 2) Suggestion to buy bulk customized envelopes with ICA logo and address.
Consensual agreement to reject the suggestion.
- 3) Mariya suggested exploring costs of a customized rubber stamp for envelopes.
Consensual agreement to accept the suggestion. Jim will explore and report back within a few days.
- 4) Motion to accept as annual expense the cost of a USPS mailbox (currently at Cardiss Collins office in Chicago) and cost of annual homepage provider and illinois-ica.org domain name (currently with Jumpline.com).
Jim motioned approval; Patrick seconded.
Unanimous approval.

B. Approve Bylaws revision of description of committee duties

Patrick motioned approval; Catherine seconded.
Unanimous Approval.

D. Discussion to establish a centralized mechanism for collecting, retaining, and storing ICA documents. Jerry directed the secretary (Jim) to submit a draft policy that included the provisions that each executive committee would have flexibility to determine what documents should be retained and where they should be stored.

E. Discussion of providing ICA t-shirts.

Consensual approval to assign this to the Program Committee

F. Suggestion to establish a student paper or poster session, with awards, for annual conference.

Consensual agreement that this should be left to the Student Affairs Committee.

G. Discussion of required annual dual-chapter report to ACA.

Because there appears to be no ACA procedure, other than reports at the ACA Dual-Chapter and Membership Committee, Jim will confirm with ACA that we are in compliance.

VII. Next Executive Committee meeting: Friday, January 11, 2013 at Metropolitan Correctional Center (Chicago).

VII: Adjournment: 1:59

APPENDIX A: SECRETARY REPORT (November 6, 2012)

Secretary report for Board Meeting: Tues, Nov 6, 2013

1) Expenditure: The annual fee for the USPS box (#4737) at the Cardiss Collins branch in Chicago came due, and I paid \$124 for the year.

It next comes due in October, 2013. I will submit the bill to Richard for reimbursement.

2) Homepage:

a) We are starting to explore ways to upgrade the homepage. Patrick will cover this in his vice-president's report.

b) Homepage visibility continues to increase:

**September: Average number of UNIQUE hits a day: 121

**October: Average number of UNIQUE hits day: 100

This average for September and October (110) is up by 50 percent over the average for June, July and August

3) Membership:

a) The current active ICA membership (as of September roster) is 403.

We have met our goal of 400 by year's end. I suggest setting a new goal of 450 by year's end.

b) There remains a problem with ACA dual-chapter listings in that some ACA members who should be listed as ICA members and inadvertently classified as members of other state's chapters. This has been raised at the ACA dual-chapter meeting at the last two ACA meetings. I have requested that the ACA Dual-Chapter/Membership Committee address it again at the 2013 ACA meeting.

c) Students constitute about 28 percent of the current ICA membership.

d) Strategies are being developed to identify specific agencies for membership recruitment (see Membership Committee Chair report)

4) ICA documents: We have sporadically received various documents regarding ICA business and activities from current members who have retained them in the past. Despite some glaring gaps, they cover from 1980 through about 2004. I suggest we devise a way for classifying, archiving, and protecting the documents by storing them in a central location. They comprise about 3 boxes. (see minutes for resolution)

5) Revocation of ICA charitable organization status: We received notification from the Illinois Attorney General that the "ICA" charitable organization status was cancelled. They were referring to the prior organization, not ours, and the cancellation letter was first sent to an old Springfield address. They redirected it to me. The IAGO suggested that, to avoid future confusion, I sent a notarized letter indicating that the former organization was involuntarily dissolved by the Illinois Secretary of State long ago. This has been done.

6) ICA History: I am slowly pulling together a history of ICA that will be done in sections and modified as new information comes in. The first segment should be up on the homepage within a few weeks.