



ILLINOIS CORRECTIONAL ASSOCIATION

PO Box 4737

Chicago, IL 60680-4737

www.Illinois-Correctional-Association.com

info@illinois-correctional-association.com

Illinois Correctional Association / Board of Directors Meeting

Teleconference: Thursday, 09 March 2017: 11:30 Hours

Roll Call: Thursday, 09 March 2017: 11:30 Hours

- I. Roll Call:** Joanne Hilditch (President); Daniel Sheline (Vice-President); Richard Hart (Treasurer); Mike Lukas (Secretary); Jerry Butler (Immediate Past President); Dale Hale (Director); Jim Edwards (Director); Kevin Lyons (Director)
- II. Call to Order:** 11:32 Hours
- III. Approval of Minutes & Reports:**
 - a. Board Meeting Minutes from 15 November 2016.
 - i. Motion: Richard Hart
 - ii. Seconded: Dan Sheline
 - iii. Unanimous Approval
 - b. Annual Report of The Financial Statements for The Illinois Correctional Association by the Committee on Inquiry from 21 November 2016.
 - i. Motion: Dale Hale
 - ii. Seconded: Richard Hart
 - iii. Unanimous Approval
- IV. Appointments:**
 - a. Appointment of Kevin Lyons by President Kurt-Hilditch to the open position on the Board of Directors.
 - b. Appointment of Dale Hale by President Kurt-Hilditch as the Chair of the Student Affairs Committee.

V. Reports:

- a. President (Joanne): ACA Conference went well, made lots of good contacts. Met with Wisconsin Dual Chapter and they are interested in attending our Fall Conference.
- b. Treasurer (Richard): Treasure's Report
 - i. Chase Account Balance: \$9,838.56
 - ii. PayPal Account Balance: \$480.10
 - iii. If Chase account falls below \$7,000 balance, then there is a \$5.00 per month service charge.
 - iv. Richard sent Kevin Lyons all the end of the year bank statements so that the Committee on Inquiry can conduct an audit of the 2016 financial records and complete a year-end report.
 - v. Motion: Jerry
 - vi. Seconded: Dan
 - vii. Unanimous Approval
- c. Secretary (Mike): NEMRT information updated. Posting save the date to website and emailing current members.
- d. Immediate Past President (Jerry): Nothing to report.
- e. Directors:
 - i. Jim Edwards: No report.
 - ii. Dale Hale: Will report under Fall Conference update.
 - iii. Kevin Lyons: No report.
 - iv. Jim Thomas: No report.

VI. Old Business:

- a. Fall Conference (Joanne)
 - i. Conference Theme: Not focusing solely on reentry and making it more of an umbrella to cover all aspects of corrections. More details to come as speakers are lined up.
 - ii. Exhibitors – Good contacts made at ACA Conference for Fall Conference. There are approximate fifteen (15) vendors within 300 miles of NIU that were at ACA Conference in January.

- iii. Giveaway purchases (pens, mouse pads, stress balls, etc.): Board members should think about items to order and how much to spend and we will discuss at the May meeting.

b. Fall Conference Update (Dale)

- i. Confirmed dates of conference: 13 October 2017, 08:00-21:00 and 14 October 2017, 08:00-14:00.
- ii. Venue: Northern Illinois University (NIU), DeKalb, IL at the Home Student Center.
- iii. Chuck Kehoe will be a keynote speaker. The cost is \$600.00 plus two (2) nights lodging and meals, On Friday he will also moderate a panel discussion and he will be a Saturday speaker at a workshop (still finalizing what he will present).
- iv. NIU Site Visit: Scheduled for Board to visit on 01 May 2017 from 11:00 – 14:00 hours. Board may possibly have lunch while there to sample food being offered.
- v. Lodging Arrangements: There are eighty (80) guest rooms reserved at the Student Center. Cost will be \$75.00 plus tax.
- vi. Conference Rooms & Cost: Heritage Room, which has theater style seating, seats 150, is \$250/day for a total of \$500 for the entire conference, two (2) other rooms each seat 50-100 and cost \$100/day \$400 for the entire conference. Total conference room rental costs will be \$900.
- vii. Catering Service: There are nineteen (19) pages to the menu, alcohol may only be served in conference rooms if a social event is held. Total cost for meals per person is \$28 per day (continental breakfast, lunch, breaks, and all day beverages). The Saturday meal will be a continental breakfast at a cost of \$10 per person. Cost of meals to be included in registration fee.
- viii. To date six (6) speakers have been confirmed, there is possibly a seventh.
- ix. Review of Documents Sent By NIU: Will be done during site visit on 01 May 2017.
- x. Discussion was held by the Board about various topics and presenters.

- c. Fall Conference Update (Jim T.): Jim was not available for the Board Meeting, but will update the Board on the following topics during the site visit on 01 May 2017.
 - i. NIU facilities.
 - ii. Sponsorship from school's department, Jim T. working on it.

VII. New Business

- a. Tax Filings – Does Selden-Fox have them and how can we obtain copies for the Board's review and placement in Board files?

Richard and Jim will work on obtaining documents.

- b. Illinois Sheriff's Association – 2017 Chief Deputy & Jail Administrators Training Conference, April 26-28, 2017, Embassy Suites Hotel & Conference Center, East Peoria.

Joanne will be attending, not sure on exhibitors. Cost for booth \$600 plus \$75 for electrical hook up. Registration \$350 includes lodging. \$75 for commuters. Jerry will also be attending. Looking at getting the Save The Date flyer put in handouts. Due to cost, Board decided not to have a booth at the conference.

- c. Board Meetings – Do we need to post when our teleconference meetings are being held on our website or send an email to the membership to notify them?

Per Bylaws, it is not required.

- d. ICA Audit – Review and approval of the Annual Report of the Financial Statements for the ICA submitted by Kevin Lyons, Chair of Committee on Inquiry.

Rich will be sending end of the year statements to Kevin so that he can put together an Annual Report of the Financial Statements for ICA.

- e. National Correctional Officers' & Employees Week – May 7th through May 13th.

Need to post on social media. Board members need to think of ideas to post and they should reach out to others for what their agencies are doing.

- f. A suggestion was made to reach out to ICE for possible presentation at Fall Conference.

Mike will work on that and talk to his contacts at ICE.

- g. A suggestion was made to send a letter to those with an expired membership. Joanne will draft something and get it to Mike to email to them.

VIII. Meeting Adjourned: 12:40 Hours

- i. Motion: Jerry Butler
- ii. Seconded: Dan Sheline
- iii. Unanimous Approval