

**VCAN Board Meeting Minutes**  
**May 15, 2008**

Meeting began at 1100 hrs.

**Members present:** President Jennifer McKeldin-Coner (Roanoke PD), Vice President Mary Garrand Craige (Alexandria PD), Membership Chairman Alan Ball (Virginia Beach PD), Former Treasurer Laurie McLaughlin (Louisa County SO), Treasurer Steve Hawthorne (Portsmouth PD), Former Secretary Delores Anderson (Richmond PD), Secretary Kristin O'Connell (Charlottesville PD), Certification Chairman Amy Whitmore (Virginia State Police).

***Item 1 - Spring Symposium Debrief***

- Feedback forms indicated that the conference was well received. Only two complaints were made: the room was too cold and there was not enough time to network. Board discussed these complaints and they will be addressed. Forms provided a lot of positive feedback, as well as some recommendations.
- Positive feedback on speakers, specifically Chris Bruce. Board discussed having him teach for a day if conference becomes two-day event.
- Everyone loved Panera Bread for lunch!
- Jen informed Board of great crime analysis resource/textbook Crime and Nature by Dr. Marcus Felson. He will be in Roanoke in September for a two-day event discussing his book. He recently attended an event at Radford University; a Byrne grant paid for his travel expenses...something for the Board to consider.
- Board will try to plan the Fall conference according to everyone's needs. It was noted that the third Friday of each month is not great for some jurisdictions due to Compstat meetings. Board will do its best to accommodate.

***Item 2 - Newsletter***

- Mary is passing on primary newsletter responsibilities to Alan and Steve but is still willing to edit.
- Board discussed changing the format of the newsletter to a bulletin due to low submissions; no decision made.
- In addition to the newsletter as a communication resource, Board would like to enhance VCAN webpage as resource. One idea discussed was to put helpful links on the webpage.

***Item 3 - Fall Symposium***

- Long discussion to change current structure of conference.
  - Offer different "tracts" throughout the day so members have more options for training.

- Offer two-day conference to maximize training opportunities (Day 1 could cover more “basic” training, Day 2 could offer more advanced training)
  - ESRI offers free portable GIS lab for workshops (contacts are Lou Nelson-LE sales rep and Wayne Sweeney-East coast rep; Mary will be in touch with them.)
  - Deb Piel is a possible resource for this type of conference structure (MACA has a multiple day conference.)
  - ViCAP could participate.
  - Possibly partner with another conference (LEO, etc.)
  - No elections in the fall; therefore, two-day event is a possibility since some members will only be able to attend one day.
- Board discussed locations for conference: Richmond Training Academy and Rappahannock Regional Academy. Other locations are being considered.
- Training ideas include crime mapping (CMAP class) and Dr. Van Patton from Radford.

#### ***Item 4 - Training***

- VCAN co-hosted “Problem Analysis Class” with IACA. 9 people attended (9 paid seats). Broke even by \$10 so no money to VCAN.
- “Fundamentals” class in Fredericksburg may be cancelled due to FY09 budgets getting cut.
- VCAN brochures should be available at all training classes.
- Jen and Mary are going to work on membership certificates, as well as a “Welcome Letter” for new members that include distribution list, events, etc.
- Mary discussed a very successful training idea that Mid-America Regional Crime Analysis Network (MARCAN) launched several years ago.
  - Training idea is “First Fridays Free Training” that is a one-day or half-day free training for crime analysts.
  - This could include webinars, conference calls, streaming over website with webcam, etc.
  - Board discussed hosting these free training sessions quarterly. Locations include Richmond area, Northern Virginia (Metro DC), Tidewater, and Southwest Virginia.
  - Board will establish list of facilities and speakers. Universities such as George Mason, Radford, and UVA are possible locations, as well as the Northern Virginia Regional Academy.

#### ***Item 5 – Web Page Updates***

- Revamp webpage so it is a better resource for members.
- Include job postings, various presentations, spreadsheets with formulas, other essential crime analysis documents that others can use.
- Need to update address of where to send membership dues.

***Item 6 – Treasurer/Budget Update***

- Laurie is transferring books, accounts, logo items, etc. to new Treasurer, Steve Hawthorne. Sending checkbook, signature card, membership list, and membership dues (update webpage).
- VCAN currently has \$4, 229.00.
- Steve needs membership number.
- Question about IRS forms and State Corporation Commission. Past President Lynn Brewer is best person to ask.
- Do we need to give state updated list of Board members?

Next Board meeting will be June 3, 2008 at 1000 hrs.