

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 06/13/2007

To: Sacramento

From: Sacramento

Squad 1

Contact: SA [redacted] ext. [redacted]

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Approved By: Parenti Drew S *DP*

Drafted By: [redacted] kte *kte*

Case ID #: 188A-SC-A37406-ALUMNI AS-7 (Pending)

Title: CITIZENS' ACADEMY ALUMNI ASSOCIATION;
MONTHLY MEETING AGENDAS AND MINUTES

Synopsis: Document monthly alumni meetings with agendas and minutes.

Details: Since late summer, 2006, the interim Board of Directors for the Citizens' Academy Alumni Association has met monthly to work on several tasks, to include the association's by-laws and articles of incorporation, plan alumni activities and discuss information received from other Citizens' Academy Alumni groups. The meetings are held at the FBI office at 4500 Orange Grove Avenue in Sacramento. *ⓧ kte*

The following alumni make up the interim Board of Directors:

[redacted] President
[redacted] Vice President
[redacted] Secretary/Treasurer

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Board members: [redacted]
[redacted]

Attached are the agendas and minutes for the last several alumni meetings.

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Case Agent

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188A-SC-A 37406-ALUMNI AS-7

**FBI Citizens' Academy Alumni Association
Meeting Agenda for
Monday, April 23, 2007
Sacramento FBI Office
6:00 to 8:00 PM**

- I. Welcome & Overview of Agenda
 - A. Review Agenda
 - B. Review & Approval of Minutes

- II. Update of Events & Activities
 - A. Events
 - 1. Quantico Debrief [redacted] & the travelers]
 - 2. New Class Update [redacted]
 - 3. Firing Range Update [redacted]
 - 4. Golf Tournament (Thursday, May 10) Update [redacted]
 - 5. Gang Presentation (Thursday, May 17 at WEAVE) Update [redacted]
 - 6. Dyer-Kelly Elementary Adopt-a-School [redacted]
 - B. Activities
 - 1. Status of Articles of Incorporation [redacted]
 - 2. Status of Newsletter Ideas [redacted]
 - 3. Status of website research [redacted]
 - 4. Status of Draft Budget [redacted]
 - 5. Status of Survey Last Class & New Class Dates [redacted]

- III. The 2007-2008 Vision [if time]

- IV. Next Steps & Designated Person (s)
 - A. Timeline of Activities
 - B. Commitments & Dates
 - C. Next Meeting
 - D. Acknowledgements

- V. Adjourn

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**FBI Citizens' Academy Alumni Association
Meeting Minutes for
Monday, March 5, 2007
Sacramento FBI Office
6:00 to 8:00 PM**

I. Welcome & Overview of Agenda – the meeting was called to order by

[redacted] In attendance were: [redacted]
[redacted]
[redacted]

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A. Review Agenda – no additions to agenda

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B. Review & Approval of Minutes – motion by [redacted] second by [redacted]
[redacted] to approve January 10, 2007 minutes as distributed;
approved by the committee.

II. Update of Events & Activities

A. Events (by time urgency)

1. Quantico [redacted]

The trip is coming together. There is a total of 30 people that will be participating. Drew [redacted] about 17-18 alumni and the balance is spouses and young adult children. [redacted] will be providing an itinerary to the participants within a week. Here's what is scheduled so far:

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Thursday

9:00 to 10:30 a.m. – tour of the Capitol with a representative from Congresswoman Matsui's office.

1:00 to 4:00 p.m. – tour of FBI Headquarters. We need to be there by 12:15 p.m. We'll need to eat lunch on the run between the two tours.

4:30 to 6:00 p.m. – International Spy Museum (optional - \$16 per person)

7:00 p.m. – dinner in Chinatown (optional)

Friday

7:30 a.m. – shuttle will pick us up at the Fairmont and

depart for Quantico. We will be there from 9:00 a.m. to 4:00 p.m. We will have lunch there. Cost of lunch is \$6.53 per person. Cost of the shuttle is \$40 per person.

Saturday
Open

Sunday
Most people returning to Sacramento

Note for next trip: tasks will be delegated to the board members so [] doesn't have to do all the work.

2. Status of Survey Last Class & New Class Dates []
[] gave [] the surveys and she will review them. The next class starts on April 10th (Tuesdays) and will run for eight straight weeks. The new class will be at the shooting range on May 5th. The shooting session will not be open to the alumni due to budget constraints. [] will check to see if we can purchase the ammunition so the alumni can participate.

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B. Activities

1. Newsletter Ideas []

The newsletter will be a way to keep all the classes informed as to what we have been doing and also provide them with details of upcoming events. It was decided that the first newsletter will be distributed electronically in 90 days. [] and [] will write the articles. [] will provide pictures [] will be the publisher and [] will be the editor. [] can provide information for the articles and will also get the FBI CAAA seal for []

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[] will research the creation of a website by our next meeting.
[] volunteered to assist []

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2. Status of articles of incorporation []

[] will send the name availability letter tomorrow. Then she will send a name reservation request (cost \$10) and then file the articles and by-laws (cost \$30). [] will see if we can start collecting dues, etc. prior to receiving IRS approval.

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[] and [] will continue to research insurance costs. [] provided another draft of the dues structure. This will be finalized after we determine all of our operating costs.

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III. The 2007-2008 Vision

We had a discussion about what are we interested in doing this year in addition to the holiday party. We agreed that we would like an educational meeting for the alumni. The topic that was selected is "gangs". [] will contact potential speakers. It was decided that we would like to hold this on Thursday, May 17th. Location to be determined – options include: FBI office, WEAVE office [] will check on availability) or Sacramento Police Department [] will check on availability).

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[] told us about the FBI office adopting a school (Dyer-Kelly in San Juan School District). The school has a six-week program coming up in April. It will be a baseball camp. The Giants are providing balls, gloves, shirts and hats for the kids. [] will be meeting with the Vice Principal to get information as to how we could assist.

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We decided that whatever we decide to do that we would like to keep it manageable so we could do it well!

IV. Next Steps & Designated Person (s)

- A. Timeline of Activities
- B. Commitments & Dates – reminder: the 3rd Annual Agents Association Golf Tournament is Thursday, May 10th at Teal Bend Golf Course. Sponsors and volunteers are needed.
- C. Next Meeting – Monday, April 23, 2007 at 6:00 [] will pick up the food (everybody bring cash!) [] volunteered to bring dessert and [] will bring the drinks. Send an e-mail to [] if you would like to place something on the agenda.
- D. Acknowledgements – Thanks to [] and [] for the delicious dinner, beverages and dessert.

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V. Adjourned at 8:00.

Minutes from Alumni Committee Meeting

FBI Citizens' Academy Alumni Association Meeting Minutes for Monday, March 5, 2007 Sacramento FBI Office

- I. Welcome & Overview of Agenda – the meeting was called to order by [redacted] In attendance were: [redacted]

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- II. Update of Events & Activities

Status of Survey Last Class & New Class Dates [redacted]
[redacted] gave [redacted] the surveys and she will review them. The next class starts on April 10th (Tuesdays) and will run for 8 straight weeks.

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Activities

1. Newsletter Ideas [redacted]

The newsletter will be a way to keep all the classes informed as to what we have been doing and also provide them with details of upcoming events. It was decided that the first newsletter will be distributed electronically in 90 days.

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[redacted] will research the creation of a website by our next meeting. [redacted] volunteered to assist [redacted]

2. Status of articles of incorporation [redacted]

[redacted] will send the name availability letter tomorrow. Then she will send a name reservation request (cost \$10) and then file the articles and by-laws (cost \$30). [redacted] will see if we can start collecting dues, etc. prior to receiving IRS approval.

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[redacted] and [redacted] will continue to research insurance costs. [redacted] provided another draft of the dues structure. This will be finalized after we determine all of our operating costs.

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- III. The 2007-2008 Vision

We had a discussion about what are we interested in doing this year in addition to the holiday party. We agreed that we would like an educational meeting for the alumni. The topic that was selected is "gangs". [redacted] will contact potential speakers. It was decided that we would like to hold this on Thursday, May 17th. Location to be at WEAVE office 1900 K Street, Sacramento

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[redacted] told us about the FBI office adopting a school (Dyer-Kelly in San Juan School District). The school has a six-week program coming up in April. It will be a baseball camp. The Giants are providing balls, gloves, shirts and hats for the kids. [redacted] will be meeting with the Vice Principal to get information as to how we could assist.

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- IV. Next Steps & Designated Person (s)

A. Timeline of Activities

B. Commitments & Dates – reminder: the 3rd Annual Agents Association Golf Tournament is Thursday, May 10th at Teal Bend Golf Course. Sponsors and volunteers are needed.

- V. Adjourned at 8:00.

① Send golf letter to all alumni - ask for help
② Ask [redacted] about talk to alumni

③ Dessert for May 12th

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④ Handle name tags - 6:30 - to alumni - board

⑤ e-mail re: [redacted]

⑥ Contact Alex re: newsletter

⑦ web-site - attach to main external site

⑧ Next conference call - info to Marka

All 8 for FBI information update
Firing Range
Seminar on significant FBI events

⑨ 3 - Board member - [redacted]

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4 - board committee [redacted]

Monday June 11th - Dessert

Remind participants to come at 6:15 for alumni trip.

5/17 6:00 p.m.

Check on date - 1908 - mark

Library - gallery 60-5