

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 08/30/2007

To: Sacramento

From: Sacramento

Squad 1

Contact: SA Steven D. Dupre, Ext. 2245

Approved By: Parenti Drew S 

Drafted By: Dupre Steven D

Case ID #: 188A-SC-A37406-ALUMNI AS (Pending)- 10

Title: CITIZENS' ACADEMY ALUMNI
ASSOCIATION; AUGUST BOARD
MEETING

Synopsis: EC to document attendance at the August 27, 2007,
Citizens' Academy Alumni Association (CAAA) Board meeting.

Enclosure(s): Attached to this EC is the agenda for the August
27, 2007, board meeting and the minutes from the July 23, 2007,
board meeting.

Details: On August 27, 2007, SA Steve Dupre attended the CAAA
Board meeting held at the FBI office in Sacramento, California.
Among the topics discussed during the meeting were: 1) the
9/12/2007 Informational Briefing; 2) the new Citizens' Academy
(CA) class set to begin on 9/12/2007; 3) upcoming volunteer
opportunities available to CA Alumni; 4) the December 6, 2007,
CAAA holiday event; 5) CAAA legal issues; and 6) information
obtained from the National CA meeting held in San Antonio, Texas,
during the week of August 20, 2007.

The following board members were in attendance:



(Special Guest)

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**FBI Citizens' Academy Alumni Association
Meeting Agenda for
Monday, August 27, 2007
Sacramento FBI Office
6:00 to 8:00 PM**

I. Welcome & Overview of Agenda

- A. Review Agenda
- B. Introduction of guests
- C. Review & Approval of Minutes

II. Update of Activities & Events

- A. September 12 Informational Meeting (Steve & [redacted])
- B. New Class & Volunteer Opportunities (Steve)
- C. Firing Range, Sept. 22 (Steve)
- D. Holiday Event, December 6 [redacted]
- E. Status of legal issues [redacted]

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III. Update on National Activities

- A. Report from San Antonio (Steve)
- B. Board Discussion

IV. Goals for 2007-2008

V. Next Steps & Designated Person (s)

- A. Timeline of Activities
- B. Commitments & Dates
- C. Next Meeting
- D. Acknowledgements

VI. Adjourn

**FBI Citizens' Academy Alumni Association
Minutes for Meeting
Monday, July 23, 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]

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Absent: [redacted]

Steve was introduced to the board. Welcome Steve! Tonight is [redacted] last meeting. Thanks to [redacted] for bringing the group together to form the CAAA, her guidance and leadership during the past year. Though she will no longer be attending our meetings she has promised that she will attend our future events.

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Here is Steve's contact information:

Steven.Dupre@ic.fbi.gov
[redacted] – cell phone
(916) 977-2245 – office

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A. Review Agenda – no additions to the agenda.

- B. **Review & Approval of Minutes** – motion by [redacted] second by [redacted] the minutes were approved.

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II. **The 2007-2008 Vision**
A. **Building "Us"**

1. **Finish the baseline work**

- a. Legal issues – [redacted] reported that she has not heard back from the Secretary of the State yet. She expects to hear something this week. She will start working on the 501 (c)(3) paperwork. The Articles of Incorporation must be approved before we can submit the 501 (c)(3) form to the Feds. We can expect this process to take about six months since ours is "relatively easy". Once it is approved by the Feds then they can be filed with the State.

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- b. Budget & Bank account – [redacted] reported that she

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spoke to a River City branch manager who said that we could open our checking account as long as we have our by-laws on letterhead. [] reported that we cannot use FBI letterhead so we will need to create our own. [] volunteered to create our letterhead/stationery. We also discussed and decided that there was no problem with having a post office box in Stockton.

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2. Growing the organization

- a. Board Development - [] reported that [] has resigned from the board. We will assume that [] has also resigned since there has been no contact from him. We are now short three board members based on our by-laws. There was discussion about what we are looking for in a board member. [] will look at the surveys completed by Classes 6 and 7 to see if any had expressed an interest in becoming a board member. [] will work with [] and Steve to determine some potential candidates. It was decided that we would look at Classes 6 and 7 since there is already representation from the other classes. This is the makeup of our current board:

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Class #1
Class #2
Class #3
Class #4
Class #5

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[] asked about the ability to participate via conference call. Steve will check into this and report back.

- b. Membership Campaign - [] and [] worked on a handout that was distributed. We had a discussion about how much the dues should be, what members would get for their money and what we would spend the money on. We also discussed the concern about the higher dues with the concern of having dues large enough to adequately pay for expenses. There was also discussion regarding the D&O insurance. [] agreed to do some research on the financial costs, legal recommendations and potential liability to the board. This will be an agenda item for a future meeting. [] will rework the draft budget for the next meeting.

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c. Communicating with members

i. Newsletter – [redacted] a draft newsletter was circulated for our review. It will be edited to add an article and picture of Steve. Changes and corrections will be made so it can be finalized and [redacted] can send it out to all of the alumni by August 1.

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ii. Website – the website is online at: sacfbicaa.org. [redacted] took several pictures of the building so it can be added to the website as well as a picture of the board members.

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3. Next Class – Steve announced that Class #8 is scheduled to start on Thursday, September 20. The class will meet for four weeks (Sept. 20, Sept. 27, Oct. 4 and Oct. 11) then there will be a two week (Oct. 18 and Oct. 25) break while the office is being inspected. Class will resume on November 8; meet Nov. 15 and conclude on November 22.

B. Doing Events

1. Firing Range – Class #8 will meet at the range on the afternoon of Saturday, September 22. Steve will check to see if the range is available in the morning and whether the alumni will be able to participate.

2. Holiday Event – Thursday, December 6 was selected as the tentative date for the event. [redacted] volunteered to head a committee. [redacted] will provide a list of potential committee members from the surveys. [redacted] suggested she contact [redacted] and [redacted] to see if their facility is available for us to use and other specifics. [redacted] provided the name of a restaurant that we could also consider.

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3. Info Meetings – Steve will check to see when the two [redacted] and Drew are available. Two suggested dates: Tuesday, September 4 or Wednesday, September 12. The meeting could be held at WEAVE or at the FBI office in their large conference room.

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4. Quantico Trip – no discussion on this item

B. Community Service – [redacted] told us about her conversation with the President of the Los Angeles chapter. Take a look at their website when you have an opportunity: fbicaa.org and look at the

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tab labeled "Safety Squad". They provide a number of downloads regarding safety. We need to give some thought to a pet project we would like to take on. More discussion on this in the future.

III. Next Steps & Designated Person (s)

A. Timeline of Activities – briefly reviewed the handout

B. Commitments & Dates

C. Next Meeting – Monday, August 27, 2007 at 6:00 p.m. [redacted] volunteered to bring the main course [redacted] will bring a salad and ice [redacted] will bring dessert and [redacted] will bring the beverages.

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D. Acknowledgements – thanks to [redacted] for dinner [redacted] and [redacted] for salads [redacted] for dessert and [redacted] for beverages.

IV. Adjourn