

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 12/16/2007

To: Sacramento

From: Sacramento

Squad 1

Contact: SA Steven D. Dupre, Extension 2245

Approved By: Parenti Drew S *DP*

Drafted By: Dupre Steven D

Case ID #: 188A-SC-A37406 - ALUMNI AS (Pending) - 16

Title: CITIZENS' ACADEMY ALUMNI
ASSOCIATION

Synopsis: EC to document Citizens' Academy Alumni Association board meeting on November 26, 2007.

Enclosure(s): Attached to this EC are the approved CAAA board meeting minutes from the October 15, 2007, board meeting.

Details: On November 26, 2007, the Citizens' Academy Alumni Association (CAAA) held a board meeting to discuss the following topics:

- * CAAA Holiday Event scheduled for December 6, 2007;
- * CAAA Newsletter
- * CAAA Volunteer Opportunities
- * Updates from CA National
- * CAAA Informational Briefing scheduled for January 2008
- * Quantico Trip

The following board members attended the meeting:

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188A-SC-A37406 - Alumni As

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**FBI Citizens' Academy Alumni Association
Minutes for Meeting
Monday, October 15, 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:

Stephanie Bamberger, Steve Dupre, [redacted]

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Absent: [redacted]

A. Review Agenda – Add one item to agenda: update on newsletter [redacted]

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B. Review & Approval of Minutes – [redacted] noted one change to the August minutes on page 3, V.A. – instead of "published quarterly" the minutes should reflect that a newsletter could possibly be published more frequently than semi-annually but not necessarily quarterly.

A motion was made by [redacted] and seconded by [redacted] to approve the minutes including the one change from above regarding the newsletter.

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II. Debrief of Events

A. Informational Meeting, 9/12/07 (Steve)

In the future we should plan for a 6:30 p.m. start time instead of 6:00 or 6:15. Steve received good feedback on the topic and presentation. Steve had asked the alumni to assist with snacks and beverages and that turned out pretty well. There were about 37 people that attended the session at the FBI office.

B. Firing Range, 9/22/07 (Steve and [redacted])

Alumni turnout for this event was very good. There was a limit of 20 but 25 signed up with an additional 8 on a waiting list. Due to cancellations everybody that had signed up was able to participate. There was a discussion about the potluck (lack of food, people eating as soon as they got there, etc.) and we came up with a couple of possible ideas for the next time. One suggestion was to see if it would be possible make arrangements at the Commercial Exchange Club for us to have lunch there and everybody who wanted to participate would pay for their own lunch. Another suggestion was that we provide lunch for a fee (bbq or catered)

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since the potluck didn't work out as well as we had expected. Additional recommendations: have a designated person (s) to welcome and direct late arrivers and early finishers. Include coffee, juice, and muffins in the morning.

III. Update of Activities & Events

A. Holiday Event, December 6 [redacted]

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[redacted] was not able to make it to tonight's meeting due to work commitments. We have received confirmation/firm commitment from the caterer to do the event.

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[redacted] reviewed comments and suggestions from the last party and we will include these as we work on the details for this year's event: select user-friendly finger food, avoid having too much food and schedule music/entertainment earlier.

[redacted] was able to get a tour of the [redacted] new facility and e-mailed pictures to the board. Attendees will need to park across the street in the American River College parking lot. [redacted] expressed interest in having a number of personal guests at the party. The board was not comfortable with this so Steve will talk to Drew about the number of guests [redacted] will be able to bring. [redacted] also said that he would provide a special Christmas program. Steve will check with Drew to see if he knows what kind of program [redacted] is talking about. Drew will clarify with [redacted] expectations on outside guests, additional program ideas and a reminder that the event is an alumni event.

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The event will be held on Thursday, December 6th from 6:30 to 8:30 p.m. Cost will be \$25 per person and the deadline to submit reservations will be November 21st. Checks will be made payable to [redacted] and mailed to our post office box. The cost was \$22 per person last year (\$20 for the food and \$2 for [redacted] and her staff).

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[redacted] will check with [redacted] and then follow up with [redacted] regarding the insurance that the caterer should have for the event.

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[redacted] and Steve volunteered to get to the facility early.

B. Volunteer Opportunities (Steve)

1. CSUS Football, 11/3/07 – distribute child identification kits at the exits at the end of the game. Steve will send out an e-mail requesting six volunteers.
2. UC Davis Football, 11/17/07 – another opportunity to distribute child identification kits. Steve will send out an e-mail requesting eight volunteers.

C. Status of legal issues [redacted]

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1. 501 filing – form and check were filed after our August meeting. IRS acknowledged receipt of our request and check. The approval may take up to six months.

2. Update from Attorneys (Steve, [redacted])

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Steve and [redacted] spoke to a few attorneys in regards to whether we need D&O insurance. The response was "yes".

3. Update on D&O Insurance [redacted]

[redacted] spoke to [redacted] on October 10th. He was very helpful and informative. He said that if our group only held meetings and no events, we probably would not need D&O insurance. However, he said that he would not sit on a board that did not have D&O insurance. If the board receives funds and decides how those funds will be expended, the board needs D&O insurance. We may also need General Liability (GL) insurance. We may be able to get a package policy for \$500 but we need to check back with him after our 501(c3) application has been approved. [redacted] said that he would consider having a discussion with National regarding one policy that would cover all associations.

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D. National Conference Call & Alumni Membership [redacted]

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participated in a conference call for [redacted] on September 18th. Discussion was around a "disclosure form" that was presented at the San Antonio meeting in August. This form is being required of all alumni. Members of the new class completed this form prior to being accepted into the class. The form would only need to be completed once. Upon completion of the form, alumni will become a member of FBI LEO (Law Enforcement Online), have access to their website and will receive a membership card. National wanted to have these forms back by November 16th.

E. Update on New Board Members [redacted] (Steve)

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[redacted] met with some potential board members. Unfortunately there wasn't much interest. It was decided that in the future potential candidates will be interviewed individually and not as a group.

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F. Update on Newsletter [redacted]

[redacted] talked to [redacted] is tied up with something else right now but they think they will be able to get a newsletter out during the first week of November to include information on the holiday event. Other articles: September informational meeting, [redacted] receiving an award, First Responders Day and the volunteer opportunity on November 17th.

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IV. Goals for 2008 (if time)

V. Next Steps & Designated Person (s)

- A. Timeline of Activities – next meeting we will discuss the holiday event and make sure everything is finalized.

We had a discussion about ordering Alumni Association shirts. Steve volunteered to look into this.

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- B. Commitments & Dates Activities – next informational meeting either January 24, 2008 (1st choice) or January 31, 2008 (2nd choice). The topic will be the [redacted] case.

Field trip to the morgue in April/May 2008. [redacted] will check with [redacted] to see whether he would be interested in speaking with us at the morgue.

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- C. Next Meeting – Monday, November 26th [redacted] will send out an e-mail tomorrow with the meeting date. [redacted] volunteered to bring the main course for the meeting. [redacted] and [redacted] were volunteered to bring salads and [redacted] to bring the dessert.

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- D. Acknowledgements – thanks to [redacted] for bringing the pizzas, [redacted] for the salads and the brownies and to [redacted] for also providing dessert.

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VI. Adjourn