

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/25/2008

To: Sacramento

From: Sacramento

Squad 1

Contact: SA Steven D. Dupre, Extension 2245

Approved By: Parenti Drew S *SP*

Drafted By: Dupre Steven D

Case ID #: 188A-SC-A37406-ALUMNI AS (Pending) - 23

Title: CITIZENS' ACADEMY;
ALUMNI ASSOCIATION

Synopsis: EC to document FBI Sacramento Citizens' Academy Alumni Association board meeting.

Details: Attached to this EC are the FBI Sacramento Citizens' Academy Alumni Association (CAAA) approved board minutes from the meeting held on March 17, 2008. Also, attached is the agenda for the board meeting held April 21, 2008. Among the issues discussed during the April 21st meeting were:

- * the CAAA's presentation to Class 9;
- * the next informational briefing scheduled for April 30, 2008;
- * the Quantico trip scheduled for October 2008;
- * a debrief of the alumni firearms day; and
- * an update from National on D&O Insurance.

The next board meeting has been scheduled for June 2, 2008.

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Case Agent*

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**FBI Citizens' Academy Alumni Association
Meeting Minutes for
Monday, March 17, 2008
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] Steve Dupre and

Absent: [redacted]

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A. Review Agenda – no additions

- B. Review & Approval of Minutes – a motion was made by [redacted] to approve the minutes and seconded by [redacted]

II. **Update from Regional Meeting** [redacted]

A. General Summary – great meeting. There was discussion regarding tax exempt status. National is helping out the small organizations. If you are already in the process continue what you are doing. D&O insurance – all the chapters can share in the cost which is \$100 per year per chapter. [redacted] will send us an application (aggregate policy is \$2,000,000). National dues are \$200 per year. This now sounds appealing since we could take advantage of purchasing D&O insurance for only \$100. Chapters should be prepare their strategic plans and submit them to National. Congress will be held June 17-19 in Tampa. It was suggested that [redacted] attend since she is the current vice president. Headquarters will be having their 100th anniversary event on July 17th.

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B. Significant issues for Sacramento
501 (c) (3) – changes were made and resubmitted to IRS. The word "social" was taken out. We should hear back from IRS in about six weeks.

III. **Strategic Planning for 2008-2009** [redacted] (Facilitator)

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A. **What's working (Keep doing)?**

- Info meetings/brief meetings (3)
- Firing range (2)
- Quantico Trip
- Newsletter
- Infrastructure: including: mission; by-laws; 501 (c) (3)

- Board meetings are productive (1)
- Good group dynamics
- Volunteerism: state fair; golf tournament; football games
- Variety and number of activities (3)
- Holiday party
- Website

B. What needs improvement (Change)?

- Recruitment to the board – try for one board member from each class
- Fund raising/Budget
- Membership drive (1)
- More participation from alumni as a whole in nominating participants for future classes
- More activities to bring alumni together: board and general membership
- Begin work on a budget – make a decision on dues
- Nail down community project: check with other chapters

Board	Members	\$\$
Increase number of board members	Increase involvement; give opportunities to get involved	Create a budget; determine expenses
Diverse representation	Each class = diverse representation	Make a decision about the dues

Activities
To include all 8 classes: Holiday Event Volunteer opportunities Firing Range

C. Picture & goals for 2008-2009

Tasks – Activities next 90 days (June – July)

- Develop a database of alumni, contact information
- Conduct a survey of all alumni (surveys started with Class #6)

Activities – quarterly information meetings

Every 18 months – trip to Quantico

90 Day Activities

March 17	April 17	May 17	June 17
	April 12 – Firing Range	May 8 – FBI Agents golf tournament	
	April 21 – Board meeting		
	April 30 – Informational meeting at the morgue		

July - August
100 th Anniversary Celebration of the FBI
Informational Meeting

October 7 thru 12
Quantico Trip

December 4
Holiday Event

90 Day Work Plan

Infrastructure

Budget

Expenses

Income: dues --- annual and lifetime

Membership

General

Board

Safety Project

Our Mission

Foster relationship between alumni, FBI and Community towards a safer community.

1. Include as many Alumni as possible especially representatives from each class.

How? Say connected; database issue (160 alumni)

2. Presented to community issue of significance.

3. "Safety" project

4. "Pretty cool" – requires connection

IV. Next Steps & Designated Person (s)

A. Timeline of Activities

B. Commitments & Dates

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- C. Next Meeting – Monday, April 21, 2008. [redacted] volunteered to stop and pick up dinner from Dos Coyotes. A copy of the menu was circulated.

- D. Acknowledgements – thanks to [redacted] for the enchiladas, Steve for the salad, [redacted] for the ice and [redacted] for the chips, salsa and dessert.

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V. Adjourn

**FBI Citizens' Academy Alumni Association
Meeting Agenda for
Monday, April 21, 2008
Sacramento FBI Office
6:00 to 8:00 PM**

I. Welcome & Overview of Agenda

- A. Review Agenda
- B. Review & Approval of Minutes

II. Brief Update on Activities

- A. Class #9 Presentation, April 24 [redacted]
- B. Informational Meeting, Morgue, April 30 (Steve & [redacted])
- C. Quantico Trip [redacted] (Steve)
- D. FBI Golf Tournament, May 8 (Steve)
- E. Next Informational Meeting, Summer (Steve)
- F. Debrief Firing Range [redacted] (Steve, and Group)

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III. Brief Summary of Strategic Planning Meeting [redacted]

- A. General Summary
- B. Update from National on D&O Insurance
- C. Update on 501 status & CA state [redacted]

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IV. Strategic Planning for 2008-2009 [redacted] (Facilitator)

- A. Next Steps from Strategic Planning
- B. Membership Campaign & Dues [redacted]
- C. Budget Approval [redacted]
- D. Board Membership Process & Officer Succession [redacted]

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V. Next Steps & Designated Person (s)

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

VI. Adjourn