

UNCLASSIFIED

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 08/22/2008

To: Sacramento

From: Sacramento

Squad 1

Contact: SA Steven D. Dupre, Extension 2245

Approved By: Parenti Drew S *SDP/DA*

Drafted By: Dupre Steven D

Case ID #: 188A-SC-A37406-ALUMNI AS (Pending)-28

Title: CITIZENS' ACADEMY; ALUMNI  
ASSOCIATION; SACRAMENTO  
DIVISION

Synopsis: EC to document board minutes from the June 23, 2008, Citizens' Academy Alumni Association board meeting.

Details: Attached to this EC are minutes from the June 23, 2008, Citizens' Academy Alumni Association board meeting held at the FBI office in Sacramento. Among the topics discussed were: 1) introduction of new board members; 2) review of the National Conference; 3) Board development; 4) the Informational Briefing scheduled for July 24, 2008; and 5) the Washington DC alumni trip.

♦♦

Copy Sent to  
Case Agent

UPLOADED

UNCLASSIFIED

23555500.ec

Alumni-As-28

**FBI Citizens' Academy Alumni Association  
Meeting Minutes for  
Monday, June 23, 2008  
Sacramento FBI Office  
6:00 to 8:00 PM**

- I. **Welcome & Overview of Agenda** – the meeting was called to order by [redacted] noted that it was an ambitious agenda and that it was unlikely that we would accomplish all items. In attendance were: [redacted] Steve Dupre, [redacted]

b6  
b7C

Absent: [redacted]

Guests: [redacted]

- A. Review Agenda – add 100<sup>th</sup> Anniversary Celebration to V.

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

b6  
b7C

II. **Welcome & Introduction of Potential Board Members**

- A. Brief Overview of the FBI CAAA [redacted] updated the new members with the major milestones of the last two years. Included in this update were creation of by-laws, successful filing of 501c (3) nonprofit status, hosting quarterly events, hosting annual holiday event, sponsoring electronic newsletter and one trip to Quantico (with the second trip upcoming). [redacted] also reiterated the mission of the Sac FBI CAAA "to foster the special relationship between the FBI Citizens' Academy graduates and the FBI in working for an informed and safer community".

b6  
b7C

- B. Individual Introductions - [redacted] introduced themselves and told us why there were interested in joining the board. Board members introduced themselves and stated their areas of interest in board involvement. Responses ranged from importance of the CAAA's mission, interest in staying involved with the Citizens' Academy experience, fostering a connection with minority communities and a positive view of the FBI, helping promote a general positive image of the FBI, being involved in community service, giving back, keeping the classes connected, interest in Internet safety and child safety, and continuing to have exposure to events and informational updates from the FBI.

b6  
b7C

III. Update from National Conference [redacted] Steve)

A. General Themes from National – the chapters are in various stages; Phoenix has been around for 15 years and there are others that have not yet been formed; 5,000 citizens have participated nationwide to date. [redacted] will type up her notes and share them with the board before the next meeting.

b6  
b7C

B. Discussion among board members – we need to change our by-laws in regards to how we bring on new board members (based on the current process that we are following); a motion to amend the by-laws to reflect this wording: "perspective board members shall be recruited by a current board member, COC or SAC and ratified by the board at the next meeting in a brief closed session" was made by [redacted] and seconded by [redacted] motion to vote [redacted] and [redacted] in as new members was made by [redacted] and seconded by [redacted]. The motion was approved.

b6  
b7C

C. Most significant issues related to Sacramento: There is a significant range of dues structures for both annual and life membership among the various chapters. Some chapters are dues requiring; other chapters do not require, and one chapter has no dues, but is contribution-based. Although few chapters have formal budgets to share, the majority spent dues on operations, food for the classes, legal costs, and range days. Chapters also reported a mix of both positive relationships between the alumni and the FBI region they were associated with and noted that it was key to have the SAC involved with the board. The board noted the positive and strong relationship with the SAC and the COC and noted the desire to foster that relationship. Next board meeting will be scheduled to coincide with the SAC's schedule to get his thoughts on the board project. Some of the chapters have safety projects and some of those projects entail community education, child safety, and the Internet.

D. Group discussion

IV. Critical Next Steps [redacted]

A. Board Development Process & Officer Succession [redacted]

[redacted] is willing to stay on another year as President (her term would end on June 30, 2009); [redacted] would move into the role of President in July 2009 and [redacted] would stay on through June 30, 2010. Our by-laws state that we will have a minimum of 11 and maximum of 17 board members. [redacted] asked if anybody is interested in heading up the Board Development committee. [Please note: Following the meeting, reviewing the by-laws

b6  
b7C

indicates the Board Development Committee to be chaired by the Immediate Past President.] Nothing was decided at this meeting.

Holiday Event Committee: [ ] volunteered to be the lead for the annual holiday event. [ ] and [ ] volunteered to help. General Membership Committee: [ ] volunteered to work on membership.

b6  
b7C

B. General Member Development [ ] – no discussion.

b6  
b7C

C. Budget [ ] – budget will come out in advance of the next meeting.

**V. Brief Update/Debrief on Activities (In order of time sensitivity & if there is time remaining to discuss)**

Added to the agenda: FBI's 100<sup>th</sup> Anniversary celebration will be held on July 17 from 9:00 a.m. to 11:00 a.m. [ ] volunteered to draft a memo that will go out to the alumni to solicit donations for the purchase of a crystal plaque. We asked Steve if we could be included in the program to present the plaque to Drew. [ ] will make the presentation in [ ] absence. [ ] will take the lead on putting together pictures for the event. There are 800 people on the invitation list.

b6  
b7C

A. Next Informational Meeting, July 24 (Steve) – the topic for the meeting is the Baxter Dunn public corruption case. Lt. [ ] from the San Joaquin County District Attorney's Office and AUSA [ ] who prosecuted the case will be our guest speakers. They will provide an overview of the case. 40 have signed up so far. We can probably expect 50 to 60. Steve will send out a request for refreshments about two to three weeks before the event. Steve reported that there are a couple more informational briefings in the works (maybe October and then in January).

b6  
b7C

B. Update on Quantico Trip [ ] (Steve) - we have the maximum number of participants for the trip (one spot open [ ] may be bringing a guest). The breakfast with Senator Dianne Feinstein is out. The breakfasts will be held on Wednesdays in the fall, and we are scheduled for Quantico that day. The CIA said that they cannot host us for a tour. Other tour possibilities: the Pentagon, the Library of Congress, the Supreme Court. Our request for the White House tour has been submitted. Another possibility is FBIHQ if we can't secure enough tours. The plans are going great. We'll have a mixer in September and Steve will work on coordinating the buses for Quantico.

b6  
b7C

NEXT MEETING TOPICS FOR AGENDA:

Board Development – if you're interested contact [ ] board project:

b6  
b7C

The following items were tabled for another meeting (based on lack of time to discuss).

- C. Status of State Filing [ ]
- D. Debrief of Class #9 Presentation, April 24 [ ]
- E. Debrief of Informational Meeting, Morgue, April 30 (Group)
- F. Debrief of FBI Golf Tournament, May 8 (Steve [ ])
- G. Next Informational Meeting, November (Group)
- H. Board Project

b6  
b7C

VI. Next Steps & Designated Person (s)

A. Timeline of Activities

B. Commitments & Dates

- C. Next Meeting – August 25<sup>th</sup> 6:00 to 8:00 p.m. (subject to Drew's availability). [ ] volunteered to bring a salad; [ ] will bring dessert and [ ] will bring the main dish. **PLEASE NOTE: FOLLOWING THE BOARD MEETING, IT WAS NECESSARY TO MOVE THE NEXT MEETING, TO SEPT. 8 BASED ON DREW'S AVAILABILITY.**

b6  
b7C

- D. Acknowledgements – thanks to [ ] for bringing the meatballs and potato salad; to Steve for the salad [ ] for the cookies and the fruit salad and [ ] for bringing the chow mein.

b6  
b7C

VII. Adjourn