

UNCLASSIFIED

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 04/09/2009

To: Sacramento

From: Sacramento

Squad EM-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 *36* (Pending)

Title: CITIZENS' ACADEMY PROGRAM;
ALUMNI ASSOCIATION;
SACRAMENTO DIVISION

Synopsis: Attached to this EC in information pertaining to a Sacramento FBI Citizens' Academy Alumni Association board meeting held on March 16, 2009.

Details: Attached to this EC are the following documents pertaining to a Sacramento FBI Citizens' Academy Alumni Association board meeting held on March 16, 2009: 1) meeting agenda; 2) meeting minutes for the board meeting held on January 26, 2009; 3) membership drive letter; 4) budget report; and 5) calendar.

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188A-SC-A37406-ALUMNI AS *36*

FBI Citizens' Academy Alumni Association
Meeting Agenda for
Monday, March 16, 2009
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/Debrief on Activities (In order of time sensitivity)

- A. Update, Debrief and next steps on iSafe (Steve & Group)
- B. Membership/Donation Campaign Ideas [redacted] & [redacted]; Review draft letter and discuss
- C. Class #11 Update; Class starts 4/2, Firing Range 4/18, Class Presentation 4/30, Support Needed (Steve)
- D. Informational Meeting 4/22 and Additional Informational Meetings for 2009, Dates & Topics (Steve)
- E. Board Development & Officer Succession [redacted]
- F. Newsletter [redacted]
- G. Update on Quantico Trip [redacted] (Steve)

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III. Treasurer's Report [redacted]

- A. Financial Status
- B. Donations

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IV. Next Steps & Designated Person (s)

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

V. Adjourn

**FBI Citizens' Academy Alumni Association
Meeting Minutes for
Monday, January 26, 2009
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]

Steve Dupre, [redacted]

and [redacted]

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Absent: [redacted]

and [redacted]

- A. Review Agenda – add IV–H: National Congress update
- B. Review & Approval of Minutes – a motion was made by [redacted] to approve the minutes and seconded by [redacted]
- C. Introduction of Guests [redacted] and [redacted] works for Intel Corporation in their [redacted] division. [redacted] is interested in cyber crime safety. [redacted] was not able to attend tonight.

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II. Debrief of Events [redacted] & Board)

A. Holiday Event

- What worked? The weather.
- What can we do to improve the event? Better lighting for the entrance into the parking area and possibly have a board member outside to greet people.
- [redacted] will serve as chairman and [redacted] volunteered to assist.
- We were approached by someone who would like to provide the food for the event. This is a generous offer but we need to make sure there is a mutual understanding of what this actually involves.
- Let's remember to introduce all of the FBI Agents in attendance.
- Firm up the details (caterer, signage) in the next three months.
- Possibly have designated board members greet for a 30 minute shift (not only for the holiday event but also for the informational meetings).
- [redacted] offered a flashing Christmas tree for the outside to mark the entrance. We will need to work with [redacted] to see if this will be acceptable with them.

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B. Informational Meeting

- Steve: will begin inviting the office staff to the briefings.
- Supplies needed for next/future briefings:
 - [redacted] will bring forks
 - [redacted] will bring small plates

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[] will bring napkins and
[] will bring cups.

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- Space is not an issue.
- Steve will send out an e-mail one month ahead of the briefing and then weekly after that.
- We need to make sure the sound system is checked and ready to go.
- We should plan to go longer on the juicier cases.
- Limit the questions to one person until everybody has had an opportunity.
- Board members should start thinking about future topics. Possibilities: [] (ASUSA) – Internet safety; [] will get further information regarding the under cover officer.
- For future briefings board members should serve as greeters and assist with setting up the refreshments.

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C. Recommendations for Holiday Event & Informational Meetings – see above suggestions and comments.

III. **Board Discussion & Vote on New Members** – the board had a brief discussion about []. A motion was made by [] and seconded by [] to accept [] as a board member. All in attendance voted for approval.

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IV. **Brief Update/Debrief on Activities (In order of time sensitivity)**

- A. Update on iSafe (Steve) – we are still interested. [] reported that he has been in contact with iSafe. Intel Corp. will be able to present and also broadcast the training to other Intel employees via webcast. CA alumni and FBI staff will be able to participate. [] needs to go back to work and check to see if this is still something his employer wants to offer. The training is two hours training and will probably begin around 10:00 a.m. at the Folsom campus. Intel Corp. has educated 200,000 teachers globally. [] asked Steve if he could provide some numbers (agents and alumni) as to how many would be interested in participating in the training. [] also extended the offer to other law enforcement agencies and alumni guests.
- B. Membership/Donation Campaign Ideas [] – [] will edit the document and then will get a draft out for everybody to review. Please provide comments back to [] by the following Friday, February 6th. [] and Steve will explore the idea of putting together a directory. Send an e-mail to [] and Steve if you are interested in assisting with this.
- C. Class #11 Update, including dates of next Firing Range (Steve) – The next class starts on April 2. Firing Range date is April 18.

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D. Additional Informational Meetings for 2009, Dates & Topics (Steve)
See II-B.

E. Board Development & Officer Succession [] – will discuss this topic in a future meeting. [] will gather a smaller group to work on the following: how we can bring on new board members; possible retreat and how to develop new officers.

F. Newsletter [] talked with [] The group working on the newsletter would like to purchase Adobe Element 7. This can be purchased with available funds. [] made a motion for [] and [] to research and purchase the software (up to \$100). [] seconded the motion.

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G. Update on Quantico Trip [] (Steve) – Our confirmed date for the Quantico tour is September 30. We already have an agreement with the Fairmont for hotel arrangements. Steve will work with alumnus [] to see if he can arrange for a West Wing tour of the White House.

H. National Congress in Scottsdale [] – scheduled for June 8 through June 12. National FBICAAA should be releasing additional information soon.

V. **Treasurer's Report** []

- A. Financial Status – Treasurer's Report - \$1,803.18 is in our checking account. Steve sold another 40 shirts. Great news!
B. Donations – nothing new to report at this time.

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VI. **Next Steps & Designated Person (s)**

A. Timeline of Activities – [] will serve as chairman of the holiday event with the help of [] and [] and [] will work with [] in researching and purchasing the new software for our newsletter.

B. Commitments & Dates

C. Next Meeting – Monday, March 16. Bring cash – Steve will order and pick up our dinner.

D. Acknowledgements – thanks to [] for rushing back from Monterey and bringing the pizza [] for the salad, [] for the cookies and [] for the chocolate covered macadamia nuts.

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VII. **Adjourn**



Sacramento FBI CAAA Financial Support and Membership Benefits

Dear Citizens' Academy Alumnus/Alumna Member:

As the Sacramento FBI Citizens' Academy Alumni Association (CAAA) approaches our third birthday, we are proud to ask for your support in sustaining and growing the Sacramento FBI CAAA.

As many of you know, we have graduated 10 classes as of Fall 2008, with approximately 200 graduates. We have hosted two D.C. trips as well as regular quarterly Informational Meetings. We have sustained our growth for three years through the generous support of our Board of Directors. With our confirmed status as a 501 (c) (3), we can now formally grow the CAAA.

You are a member of the CAAA based on successfully completing and graduating from the Citizens' Academy. Based on your membership, you are able to stay connected to the FBI and the growing alumni association working towards a more informed and safer community.

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The benefits of your membership include:

- Collegiality and networking
- Staying connected to local program alumni and being connected to alumni members throughout the country
- Participating in regular educational forums
- Interacting with alumni and new program attendees
- FBI Updates on significant issues of interest
- Keeping abreast of ongoing national and local issues
- Communication with fellow business and community leaders with a common interest in supporting the FBI's efforts
- Continuing interaction with the FBI
- Opportunity to serve the Sacramento community and the FBI with a focus on community safety
- Opportunity to participate in special events or tours with the FBI and other law enforcement experts

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In 2009, we are asking for your help to formally (financially) support the CAAA in one of the following ways:

Supporting Member - \$45 annual membership

Contributing Member-self-determined annual contribution (tax deductible; check with your own accountant)

**SACRAMENTO FBI
CITIZENS' ACADEMY
ALUMNI
ASSOCIATION**

Mail:
PMB# 105
4719 Quail Lakes Dr.
Ste G
Stockton, CA 95207-
5257

Phone:

Website:
www.sacfbicaa.org

Board Members

President

Vice President

Secretary/Treasurer

SA Steven Dupre,
Community Outreach
Coordinator/Advisor

By offering these two ways to financially support the CAAA, we hope to give each of you flexibility in how you can help us sustain and grow the CAAA.

A financial contribution is not required to maintain membership in the CAAA or participate in events. Our goal is to foster the relationship between the FBI, the Sacramento FBI Citizens' Academy Alumni, and the community towards a more informed and safer community. We have a 100% contributing board and are optimistic that many of you will join the board in financial support of our mission.

Enclosed is a membership/contribution form. We look forward to your continued interest in the Sacramento FBI and CAAA in working towards a safer community and your financial support of the CAAA in 2009.

Sincerely,

[Redacted]

President,
Sacramento FBI CAAA

Drew S. Parenti
Special Agent in Charge

Steven D. Dupre
Special Agent, Media Representative/
Community Outreach Coordinator

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Membership/contributions can be sent to:

Payable to: Sacramento FBI Citizens' Academy Alumni Association
PMB#105
4719 Quail Lakes Drive, Suite G
Stockton, CA. 95207-5267

Questions to:

[Redacted]

[Redacted]

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Steve Dupre
(916) 977-2245
Steven.Dupre@lc.fbi.gov

8:01 PM •
03/13/09
Cash Basis

Sacramento FBI CAAA
Custom Summary Report
May 9, 2008 through March 13, 2009

	<u>May 9, '08 - Mar 13, 09</u>
Ordinary Income/Expense	
Income	
Contributions Income	775.00
Grants	1,000.00
Membership Dues	410.00
Miscellaneous Income	1,961.98
Total Income	<u>4,146.98</u>
Expense	
Dues and Subscriptions	200.00
Insurance	100.00
Miscellaneous	2,043.80
Total Expense	<u>2,343.80</u>
Net Ordinary Income	<u>1,803.18</u>
Net Income	<u><u>1,803.18</u></u>

	2007	2008	2009	2010
Income				
Balance Forward			\$1,803.18	\$2,857.72
membership dues = 50 members x \$45 per year			\$2,250.00	\$2,250.00
*estimate that 25% of alumni will join (10 classes)				
Class #10 finished in November 2009				
Donations				
Board Members: fees to file forms	\$350.00			
website and post office box	\$159.94	\$169.88	\$169.88	\$169.88
name tags and refreshments for firing range		\$126.46	\$120.00	\$120.00
in memory of James Louie		\$295.00		
100th Anniversary - purchase of plaque		\$480.00		
Extra from holiday event		\$105.00		
Profit from sale of FBICA shirts		\$436.98		
Extra from fall Range Day		\$40.00		
Grant from Wells Fargo		\$1,000.00		
Total Income	\$509.94	\$2,653.32	\$4,343.06	\$5,397.60
Expenses				
Annual				
D&O insurance	\$0.00	\$100.00	\$585.00	\$585.00
post office box rental (paid for 12 months; 13th month is free)	\$110.00	\$110.00	\$110.00	\$110.00
National CAAA dues	\$0.00	\$200.00	\$200.00	\$200.00
Website - create and maintain	\$29.94	\$59.88	\$59.88	\$59.88
miscellaneous - name tags, stationery, postage, etc.				
postage (100 x 44 cents)		\$0.00	\$44.00	\$44.00
envelopes (box of 100 = \$3.55)		\$0.00	\$3.55	\$3.55
stationery				
name tags (package of 100 = \$3.23 x 2)		\$6.46	\$6.46	\$6.46
registration for annual National Congress		\$0.00	\$150.00	\$150.00
misc. expenses not covered by FBIHQ - ESTIMATE			\$100.00	\$100.00
One Time				
fees to file forms (one time cost?)	\$50.00	\$0.00	\$0.00	\$0.00
post office box - set-up fee and key deposit	\$20.00	\$0.00	\$0.00	\$0.00
fees to file 501 (c)(3) forms	\$300.00	\$0.00	\$0.00	\$0.00
100th Anniversary - purchase of plaque	\$0.00	\$253.80	\$0.00	\$0.00

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computer software for newsletter		\$0.00	\$0.00	\$106.45	\$0.00
Activities					
refreshments for firing range (2 x \$100)		\$0.00	\$120.00	\$120.00	\$120.00
Total Expenses		\$509.94	\$850.14	\$1,485.34	\$1,378.89
Balance Remaining		\$0.00	\$1,803.18	\$2,857.72	\$4,018.71
last updated: March 15, 2009 at 10:00 p.m.					

March 2009

March 2009							April 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					March 1
2	3	4	5	6	7
					8
9	10	11	12	13	14
					15
16 6:00pm FICA Board Meeting (FBI Office)	17	18	19	20	21
					22
23	24	25	26	27	28
					29
30	31				

April 2009

April 2009							May 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	1	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		April 1	2	3	4
			Class #11 Starts tonight		
6	7	8	9	10	11
					Easter
13	14	15	16	17	18
					9:00am FBICAAA Firing Range (SPD Firing Range)
20	21	22	23	24	25
Birthday		6:00pm FBICAAA BRIEFING - Yosemite Case			
27	28	29	30		
			6:00pm Presentation		

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May 2009

May 2009							June 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				May 1	2
					3
4	5	6	11:00am FBI GOLF TOURNAMENT (Teel Bend, Sacramento)	8	9
					10
11	12	13	14	15	16
					17
18	19	20	21	22	23
					24
25 birthday	26	27	28 birthday	29 birthday	30 b6 b7C
					31

June 2009

June 2009							July 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
June 1	2	3	4	5	6
					7
					8
8:00am 2009 FBINCAA/FBI COS Conference (Scottsdale, Arizona)	Birthday 8:00am 2009 FBINCAA/FBI COS Conference (Scottsdale, Arizona)	8:00am 2009 FBINCAA/FBI COS Conference (Scottsdale, Arizona)	8:00am 2009 FBINCAA/FBI COS Conference (Scottsdale, Arizona)	8:00am 2009 FBINCAA/FBI COS Conference (Scottsdale, Arizona)	9
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July 2009

July 2009							August 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30	31					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		July 1	2	3 Birthday	
6	7	8	9	10	11
					12
13	14	15	16	17	18
					19
20	21	22	23 6:00pm Hold for possible FBI/CAAA Information Briefing - Muslim Cultural briefing TENTATIVE	24	25
					26
27	28	29	30	31	

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August 2009

August 2009							September 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					August 1
					2
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					4
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September 2009

September 2009							October 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	1	2	3	4	5	6	7
13	14	15	16	17	18	19	12	13	14	15	16	17	18
20	21	22	23	24	25	26	19	20	21	22	23	24	25
27	28	29	30				26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	September 1	2	3	4	5
					6
7	8	9	10	11	12
					13
14	15	16	17	18	19
					20
21	22	23	24	25	26
					27
28	29	30			
WASHINGTON, DC	WASHINGTON, DC	WASHINGTON, DC			
		9:00am Quantico Tour			

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October 2009

October 2009							November 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			October 1 WASHINGTON, DC	2 WASHINGTON, DC	3
					4
5	6 Birthday	7	8 CLASS #12 STARTS	9	10 b6 b7C
					11
12	13	14	15	16	17 9:00am-FIRING RANGE (STOCKTON PD FIRING RANGE)
					18
19	20	21	22	23	24
					25
26	27	28 6:00pm-FBICAAA INFORMATIONAL BRIEFING	29	30	31

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November 2009

November 2009							December 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					November 1
2	3	4	5	6	7
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December 2009

December 2009							January 2010						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
16	7	8	9	10	11	12	1	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	December 1	2	3 6:30pm FBICAAA Holiday Event (Mohamed Family and Learning Center)	4	5
					6
7	8	9	10	11	12
					13
14	15	16	17	18	19
					20
21	22	23	24	25	26
					27
28 birthday	29	30	31		

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FBI CITIZENS' ACADEMY Alumni Association

**YOUR NAME
Board Member**

1234 Your Street
Your City, ST 12345
www.fbincaaa.org

(123) 456-7890
Cell (123) 456-7890
Fax (123) 456-7890
email: youname@place.com

The FBINCAAA is a private, non-profit organization and not a part of the FBI.