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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 07/01/2009

To: Sacramento

From: Sacramento

Squad Em-1

Contact: SA Steven D. Dupre, Extension 2245

Approved By: Parenti Drew S *DD*

Drafted By: Dupre Steven D

Case ID #: 188A-SC-A37406-AS ^{Alumni} (Pending) - 40

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

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

Details: On May 11, 2009, the Sacramento FBI Citizens' Academy Alumni Association held a quarterly board meeting at the FBI office in Sacramento, California. During the meeting, minutes from the March 16, 2009, board meeting were approved. Those minutes are attached to and made a part of this EC.

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188A-SC-A37406 - Alumni As

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**FBI Citizens' Academy Alumni Association
Meeting Minutes for
Monday, March 16, 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]
[redacted] and Steve Dupre

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Absent: [redacted]

A. Review Agenda – [redacted] would like to add: II H. – brief update on the holiday event from Steve

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

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

A. Update, Debrief and next steps on iSafe (Steve & Group) –

Comments from the board members who attended the iSAFE presentation: good – left you wanting more. What did you learn? Statistical information; videos; good mix of information; good overview of the safety that needs to be followed when you use the internet; cyber bullying – faceless object so it's much easier to do this (this was eye opening); comment about having a hard time getting parents to come when it was focused on safety for children but had a great turnout when it was regarding identity theft. The turnout was great; very motivational (what can we do?); the internet opens people up to scams. [redacted] said that this was a starting point to see if they could get corporate buy-in. All of the training material is available online at: <http://www.isafe.org/intel>. The presentation was the first step. There are four to seven topics for each of the age groups. This is available to everybody who attended. The training is age group and topic specific. The cost was \$7,500 to have [redacted] come out. The cost also includes materials and ongoing training. Intel's CIO is already engaging Intel Foundation to get grants to load iSAFE on all of the notebooks that go out to the schools.

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[] would like to know how we want to move forward with this as a project. All of us can use our contacts thru PTAs, school boards, etc., put together a project and then iSAFE can equip us with the material and lessons learned from other organizations that have done similar programs. Question to the group: where's the interest? Who are the target groups? How do we proceed? [] hoped that we would be excited about this. Think about who you come into contact with. What are the touch points in the community? This doesn't have to be geared just towards kids.

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Steve was asked what types of calls the office receives regarding speakers. They receive calls asking for people to come out and speak on ID fraud and internet safety. We would be able to find audiences if this were promoted by the FBI. If we could get a successful program up and running, it could be shown to FBIHQ and then they implemented in all the field offices.

At the next meeting [] will bring copies of the video from last week's presentation to the board members. iSAFE wants us to be successful. Most schools are required to train on internet safety. We don't have to be the ones doing the actual training. We could be out there recruiting the trainers (peers) to train. Materials are set up for the teachers to present (age specific, topic specific).

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[] asked if there is interest at the board level to take this on. [] will take on the brokering of the information as quickly as possible. He will work with the Intel Foundation. [] proposed that we create a subcommittee. [] seconded the motion. [] will chair the subcommittee. [] and [] volunteered to serve on the committee.

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Each of us are tasked with creating a list of our touch points; how we could approach them and identify people within those groups that would actually go through the training. The subcommittee will sort through the comments to come up with a plan that we can take to the parents, kids or educators. [] suggested that this be a topic for the new class. The curriculum for Class #11 is full so Steve suggested that this could be a topic starting in the fall. Each board member needs to get their suggestions to [] in one week. The subcommittee will prepare an e-mail that Steve can send out to the entire alumni.

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B. Membership/Donation Campaign Ideas [] & []; Review draft letter and discuss

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There wasn't much time to discuss this tonight so everybody should take a look at this one more time. What would your response/reaction be if you were to receive this letter? We will spend time at the next meeting discussing this. A question was asked about what happened to the lifetime membership information we once proposed. That information was not included in this draft. We could add that back in if that's the pleasure of the board. A question was asked about the statement, "we have a 100% contributing board". The expectation is that all board members will be supporting members. Once we finalize the letter and prior to sending it out, all of the board members will need to financially contribute.

- C. Class #11 Update (Steve) – the class is ready to go. There is one vacant seat and Steve is waiting to hear back from the candidate. The class looks great and there are some strong candidates. The new class starts on April 2.

Firing Range is April 18. [redacted] suggested that we have "greeters" at the firing range. [redacted] volunteered to arrive a little earlier to welcome the alumni. Arrangements have been made to have lunch at the Commercial Exchange Club. Reminder: please remember to thank [redacted] and other Port of Stockton board members for hosting the luncheon. It costs about \$2,500 to do this since the club is not open on Saturdays. We had discussion about an appreciation gift for the staff. Last October Steve collected \$5 from each alumni to purchase t-shirts and hats for the club staff. [redacted] will run it by [redacted] to see if a cash gift would be appropriate. However, it would be a very small gift since we only collect \$5 per person. NOTE: Board Members need to split up at lunch and not all sit together.

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Class Presentation 4/30 – [redacted] and [redacted] will talk to the new class for about 15 minutes. We talked about possibly using the time to talk about the iSAFE Program but decided that this could be discussed starting with the next class.

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Support Needed (Steve) – [redacted] will contact [redacted] to make arrangements for the first night's dinner for the new class and to also let her know that we have money to pay for that dinner.

- D. Informational Meeting 4/22 and Additional Informational Meetings for 2009, Dates & Topics (Steve)

One of the key speakers is at a conference and will not be available on April 22. We decided that Steve will try to reschedule so both

speakers are available. Possible dates: April 29, May 6 and May 13. Next briefing will be held on Thursday, July 23 at the Dudley Facility. [] has agreed to speak to the alumni. There is construction taking place at the mosque so we will not be able to hold the briefing there. There is a possibility that we may be able to get SA [] as a speaker on October 28th. Steve will work on the Folsom prison tour as possible back-up.

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E. Board Development & Officer Succession []

We will be changing officers this year. [] will take over as President in July. [] will rotate into the Vice President role. [] has agreed to be secretary and will start at the next meeting. [] role initially will be to focus on the minutes of the meeting. [] will chair the Board Development and Officer Succession committee. [] volunteered to assist. NOTE: board members can only stay on for six years. Steve received an e-mail from [] [] temporarily off of work, is interested in being a board member. Steve will let her know that we will contact her in the future. [] will ask [] to sit on his iSAFE committee. Board development: we are developing what we currently have. We will need to have a meeting in about six months to see where we are, what's working and what's not. [] volunteered to facilitate that process.

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F. Newsletter []

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The plan from the last meeting was to purchase new software. [] was able to purchase it at a discounted rate as a parent of a student. Our last newsletter was published November 2007. [] will begin working on it and include information about what we did in 2008 and upcoming activities for 2009. [] volunteered to write an article on our 2008 DC trip. [] volunteered to write an article on the iSAFE Program. Steve will talk to Drew about writing an article for the newsletter also.

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G. Update on Quantico Trip ([] Steve)

We have 30 participants and a waiting list. Steve will send an e-mail asking those on the list to make hotel reservations with [] by April 1 otherwise we will need to give their spot to someone else. In order to request tours Steve will need to begin gathering personal information from soon.

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H. Holiday Event Update (Steve) –

We are confirmed for Thursday, December 3 with the []
[] and her group will start working on the details soon.

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III. Treasurer's Report []

A. Financial Status -

[] provided two handouts. One was the financial statement as of March 13, 2009 and the other was a projected budget for 2009 and 2010. [] reported that our current balance is \$1,803.18. We have reimbursed [] for \$106.45 for purchasing the software and tomorrow we will be mailing a check for \$585 for the D&O insurance.

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B. Donations -

In January [] received a check for \$25 for the holiday event from a no show. The \$25 along with the check for \$536.08 from Steve for the sale of shirts will be deposited before our next meeting.

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IV. Next Steps & Designated Person (s)

A. Timeline of Activities – Tower Café next

B. Commitments & Dates –

[] will send an e-mail to all to save the date for the next meeting and then also ask everybody to provide feedback to [] (include [] work e-mail address and subject line: iSAFE Program). [] and company will work on the newsletter. [] will call [] regarding the new class's first dinner on April 2 and also talk to [] about a gift to the Commercial Exchange staff. [] and his committee will meet and try to organize feedback into a draft plan to be discussed at our next meeting.

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C. Next Meeting –

Date: Monday, May 11 . We will be taking our "formal" Board picture for the website. Next meeting's agenda: discussion regarding the draft membership letter and iSAFE.

For our next meeting [] volunteered to bring the main dish. [] will bring a salad and [] will bring the dessert.

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Next lunch: Friday, May 1st at Tower Cafe

D. Acknowledgements

Thanks to Steve for ordering and picking up dinner tonight and to [redacted] and [redacted] for bringing desserts. Thanks to everybody for taking the time out of their busy schedules to come tonight.

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V. Adjourn