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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 03/22/2010

To: Knoxville

From: Knoxville

Squad 2/AO

Contact: PAS [REDACTED]

Approved By: [REDACTED]

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Drafted By: [REDACTED] :sjb

Case ID #: 188A-HQ-1638841-B (Pending)
188A-KX-C66590-M (Pending)

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151

Title: KNOXVILLE FBI CITIZENS ACADEMY ALUMNI ASSOCIATION
(FBIKCAAA)

Synopsis: Document meeting between PAS [REDACTED]
SST [REDACTED] and current officers of the FBIKCAAA.

Enclosure(s): Summary e-mails regarding captioned meeting,
announcement of next FBIKCAAA meeting from [REDACTED]
and February 2010 meeting minutes of the FBIKCAAA.

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Details: On 03/15/2010, PAS [REDACTED] and SST [REDACTED]
(in line with SST [REDACTED] back-up position as Knoxville's COS)
met with the current officers of the FBIKCAAA as well as
activities chair [REDACTED] to discuss strategic goals of the
FBIKCAAA.

Numerous opportunities to expand the efforts of the
FBIKCAAA were discussed as well as opportunities to streamline
some of the current policies and procedures in effect. Please
see enclosed e-mail summary of all topics discussed and future
action items.

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188A-KX-C66590-M-151

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ACLURM014324

[redacted]
From: [redacted]
Sent: Tuesday, March 16, 2010 11:00 AM
To: [redacted]
Cc: [redacted]
Subject: 3/15/10 meeting notes

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Draft meeting minutes-please add your comments and send back to me-

Officers meeting 3/15/10

Attendees: [redacted]

Items discussed:

1. The Verification of current members needs to happen so we have a complete list of paid members and a list of former or potential academy graduates that may become members now that we have some specific activities we have adopted to support.
2. We should readjust the bylaws to have the membership run from January to December rather than July-June for less confusion on payment of annual dues and we should also have members fill out a new information sheet each year so we can keep up with email address changes.
3. We should review the by-laws and update them. [redacted] will get copies to the officers and we will review and suggest changes.
4. Some members do not have email and will need a call to remind them of the meetings. Someone will need to volunteer for this job.
5. Meeting minutes from a meeting should go out for review via email prior to the next meeting and to those who are members and may have missed the meeting so they can keep informed. Members who do not have email will have to pick them up. The Secretary can have extra copies from previous months with her at the meetings.
6. We need to come up with an active membership roster and an inactive one so we can encourage inactive members to be active again.
7. We need to form a membership committee to keep up with the membership and update the lists.
8. We should establish a website to help the association members communicate. This will cost approximately \$325 per year from a known vendor but we can also recruit from our membership or find another provider.
9. We should be getting the National Newsletter and should share information with the membership and visit the website. We should also provide articles to it from our organization. [redacted] is doing the first article)
10. We need a strategic speakers schedule (I am not sure exactly what we discussed but I think it has something to do with the retired agents). I think [redacted] may have the action on this.
11. There is a new requirement for a recertification of members every five years (background check) and we need to add this provision to the by-laws.
12. We need to poll the members to see what additional sites should be added to the D.C. tour (those attending only?) and need to mention the hotel date was extended if other members want to come.
13. Be aware that in May/June the FBI will transition into the new building and we will need to keep an update on where the meetings will be held and make sure we have a location to hold the meetings during this time period or plan an offsite event, such as the picnic at [redacted] house in June.

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3/17/2010

[Redacted]

From: [Redacted]
Sent: Tuesday, March 16, 2010 12:01 PM
To: [Redacted]
Cc: [Redacted]
Subject: FBIKCAAA Meeting Notice
Attachments: FBIKCAAA Minutes Feb 23, 2010.docx

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Our next meeting will be on March 23 in room 126 of the Federal Building. Parking is available across Locust street in the state lot or in city garages where there is no charge. We will have an opportunity to purchase FBI items from the RA store during our meeting. This popular activity has been repeatedly requested, so we will offer this opportunity a couple times a year. We also have a lot of business and activities to discuss, so I hope you will make an effort to be present.

If you are even thinking that you might be able to go on the DC trip (August 2-6), please let me know. We got some relief from the hotel on deadlines, so we have a longer time to finalize our rooming list. We need to know that you are going, or might possibly be going so that [Redacted] can submit our personal information (i.e. birth date, SSN) to the FBI and other agencies that we might visit. This has to be done well in advance of our visit, so it is better to have submitted your information even though you end up not going, than trying to submit it late and have the possibility of not getting access to the FBI facilities. Many of you have already indicated that you are going or will possibly go and I thank you for that.

We also need to know what other sites or agencies, e.g. Bureau of Printing and Engraving, National Archives, that you would like to visit. Typically, we have Tuesday morning and Thursday morning (possibly all day Thursday) to visit sites in addition to FBI Hq and Quantico. Let us know at the next meeting or online so [Redacted] can be working on getting access to these and arranging for the FBI bus to take us, if it is out of the downtown area.

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There is FBI Citizen's Academy Alumni Association logo'd merchandise available online at <http://www.companycasuals.com/fbi/start.jsp>

I have attached the minutes for the February meeting for your review and information.

I am sending these notices to all graduates for which we have an email address, but if you do not want to receive these meeting notices please let me know and I will remove your email address. Be aware, though, that you will miss a lot of information relating to the association and our activities by opting out. Reply to this email to opt out.

Happy St Patrick's Day and I hope to see many of you next Tuesday.

[Redacted]

FBIKCAAA

3/17/2010

FBI Knoxville Citizen's Academy Alumni Association Meeting Minutes- 2/23/10

Attending: [REDACTED]

The meeting was called to order at 6:05 by [REDACTED]. A short ceremony was held where SAC Lambert recognized the former Association Officers for their service and presented them each with a beautiful glass engraved award. [REDACTED] past [REDACTED] past [REDACTED] and [REDACTED] past [REDACTED] were given the awards. [REDACTED] was not present to receive her award as past [REDACTED]

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SAC Lambert was the program speaker and his topic was "International Terrorism: A Current Threat Perspective." The presentation provided information on the Northwest Airlines Flight 253 Christmas Day Bomber Umar Farouk Abdulmutallab.

The business meeting was held after SAC Lambert's presentation. The meeting minutes from the last two meetings and the treasurer's report were submitted for approval. [REDACTED] made the first motion to accept and [REDACTED] made the second motion to accept the two items. The members voted to accept the items. Someone mentioned that [REDACTED] could send the meeting minutes out with the meeting notice so people could preview them prior to the meeting. Next [REDACTED] presented accepting the FBI Safe Online Surfing (SOS) Program as an activity for the organization to adopt. [REDACTED] made a motion to accept the FBI-SOS program and [REDACTED] seconded the motion. [REDACTED] made a comment that in his own experience with the Travelling Trunk Project, to reach the schools the guidance counselors were more helpful than the principals. The members voted unanimously to accept the FBI SOS Program and will start planning with the big push for implementation in the next school year. [REDACTED] will take the lead role as organizer of the FBI SOS Program.

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Next we discussed the Washington D.C. trip. It will be August 2-5. The hotel, J.W. Marriott, has given us a rate of \$179.00. The last day to commit is March 8.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted by [REDACTED]