

The Association of Pretrial Professionals of Florida

BOD Meeting Minutes

October 17, 2023

Webex

11:30am

Call to Order: President Katina Bouza 11:33am

Roll Call: NWFL Regional Director Kelli Huckabee

Present: Katina Bouza, Monique Nagy, Kelli Huckabee, Iris McDonald, Lillie Perkins, Yesenia Alves, Crystal Rytell

Not Present: Ashley Baird, Sonia Cruz, Brian Brittain, Sandy Keegan, Sherry Munroe, Jeff Kilpatrick

Approval of Minutes: Motion to Approve by Iris McDonald after minutes verified and corrected for Iris McDonald to be the Southwest Florida Regional Director and Lillie Perkins as the Southeast Florida Regional Director. Motion was seconded by Monique Nagy and unanimously approved.

Financial Report: Monique Nagy

Approval of Financial Report-September 2023

Motion to Approve by Iris McDonald, Motion Seconded by Monique Nagy and unanimously approved.

Vendor Coordinator Report: Yesenia Alves

Will start working on finding vendors for the February 2024 training in Volusia County.

Regional Directors Reports:

Northwest Regional Director-Kelli Huckabee

Spoke with Teresa Broxton from Leon County and was able to share some information with her. Sent out training information to all the Northwest Florida counties as well as the Northeast Region for Sonia Cruz since she has been busy. Going through the Northwest Florida region and found that we were missing Taylor County on the map and has found several new pretrial programs. Will get information to Crystell, Katina and Ashley when the list is complete.

Northeast Regional Director-Sonia Cruz

Not present

Southeast Regional Director- Lillie Perkins

Sent out the training information to her region and also got a lot of responses and updates. Working on new information for Hendry County. Will forward the information to be updated.

Southwest Regional Director-Iris McDonald

Sent out information regarding the training to the Southwest region and is working on new information gathered for some counties and was informed that some Polk County and Seminole County have not been getting the training emails from APPF. It was determined that the emails are only sent out to counties that have provided a membership list. Polk County just provided their list which is why they did not get the emails and Seminole has provided a list but still did not get the emails.

Communications Director Report-Crystal Rytell

Was able to get in on the back side of the new website on her phone and will try to access it this evening on her computer.

Old Business:

-Taylor County to be added to the map. Any updates found need to be sent to Katina, Ashley and Crystal. Membership lists need to be sent to Katina and Ashley.

-Information on the virtual training for this month was sent out to all counties by Kelli, Iris and Lillie.

-Crystal will check on things that need to be updated on the site.

Meeting agendas should be posted on the site the day of the meeting. Meeting minutes and financial reports will be posted on the site once they are approved by the Board.

-Good job to Regional Directors on their involvement.

-May need to work on a Policy & Procedure for who to send new information to-can work on this at the Feb 2024 BOD meeting.

Need to get membership lists from Duval and Okaloosa County-Kelli and Miami-Dade-Lillie.

-Discussed suggestion to schedule trainings two years in advance to be able to secure venues, hotels, etc. Decided that is too far out due to various different reasons.

-Mention to your counties that we have several board positions open and see if anyone is interested.

-Training scheduled for tomorrow is going to be recorded.

2024 Training:

February-looking at Volusia County which is Sonia's region. Katina will reach out to Brian Brittain for suggestions on hotels and venues.

April-virtual hosted by vendor

June-Orlando/Championsgate with FCAC

August-virtual hosted by vendor

October-Orlando by APPF

FCAC Update-Brian Brittain

-not present

New Business:

-Open positions have been posted to the website. Kelli Huckabee is interested in the Secretary position but that would leave the Northwest Region vacant which could be an issue filling. If someone else is interested it may be better for her to stay in her current position. Katina brought up that she could continue to cover the Northwest Region if she were voted in as secretary until they can find a replacement for her region.

-Nominating Committee needs to prepare for November 1st. This committee is comprised of the Vice President and Secretary but since the Secretary position is vacant, Katina will assist.

-Katina is trying to figure out a way to re-open the ticket sales for the training but if she is not able to, send the email addresses to Katina and she will send them the link so that they may attend.

-Katina has completed the agenda and posted it on the APPF website and sent out training reminders weekly to APPF members from the website. Katina also created the event brite and will provide the roster to the VP. Vice President needs to send out surveys after the training, send thank-you cards to the speakers, and create and e-mail certificates of completion to attendees.

Meeting adjourned: Katina Bouza 12:29pm