



California Probation, Parole and Correctional Association

Agenda & Meeting Notice
Annual Delegate Assembly
The Queen Mary, Long Beach, CA
September 13 & 14, 2017

- 1. Call to Order @ 1:00 pm – Wed., September 13, 2017 - Mauretania Room, Queen Mary**
- 2. Roll Call of Chapters/Members Present**
- 3. Reading/Approval of the September 2016 Minutes**
- 4. Officers Report**
Michelle Nesbitt, CPPCA Executive Director
- 5. Resolutions:**
- 6. Old Business:**
- 7. Recess**
- 8. Reconvene if necessary: Thurs., September 14, 2017, Call to Order @ 9:00 a.m:
Mauretania Room**
- 9. Roll Call**
- 10. Resume any discussion/action on resolutions**
- 11. Recess**
- 12. Reconvene @ 3:00 pm- Annual Business Meeting – Mauretania Room**
- 13. New Business**
- 14. Adjourn to September 5, 2018, San Diego Sheraton Bay View Tower, San Diego, CA**

Management Report

September 9, 2017

I. Membership

CPPCA has maintained its membership well into the 2017 year and has had several new members; with approximately 1,250 active members. There have been about 20 new members submitted via chapters and 35 new members through the insurance program. Michelle is slated to audit the membership by December. Michelle will meet with Cheryl Jackson in Long Beach to pass over the account information for the San Diego Chapter.

Michelle has been working very closely with Michele Kennedy, Dana Smith-Lacy (conference chair) and Julie Hovis-Francis on preparations for the 86th Annual Training Conference & Vendor Show in September. A conference report and budget is attached.

Michelle met with Jeff Goldman to tour San Diego properties that provided a proposal for the 87th Annual Conference in 2018. After touring and viewing the options, a contract was accepted for the San Diego Sheraton Bay View Tower on Sept. 4 – 8, 2018 for a rate of \$149 a night. All of the sleeping rooms have either a bay view or harbor view.

Management

As membership has been steady, CPPCA is still encountering some lean months prior to conference. I believe that adding additional regional trainings will not only bolster CPPCA's presence, but will promote growth. While a full audit of membership wasn't achieved for 2016, upon adjournment of the conference a full audit will be performed along with resolving the transfer of chapter membership banking of San Diego members. Items that I'd like to enhance for 2018 are:

- a. members only on website
- b. membership app within Memberplanet
- c. Welcome documents when a member joins via Memberplanet
- d. Structured, planned regional trainings

Financial

The current CPPCA financials are provided in the board of directors packet. CPPCA is currently two invoices behind on WPSS.

CPPCA Treasurer, Jeff Young and Michelle have identified discrepancies in Quickbooks and are actively working towards a solution.

II. Association Communications:

Staff works closely with Nick Warner and Danielle Sanchez, Warner & Pank, LLC for the timely distribution of legislative information, state of the state and important State Capitol issues.

CPPCA.org

CPPCA staff provides regular updates to the website.

Correctional News

CPPCA editorial calendar – Target is to be delivered monthly via ezine format -

| Editorial Plan Issue | Content | Submission and Eblast Schedule |
|-------------------------|---|--|
| January 2018 | Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities. | January 22, 2018 |
| February 2018 | Meet the Board | February 21, 2018 |
| March 2017 | Announcement for Conf. | March 19, 2018 |
| April 2018 | Legislative summary for Early 2018. Bills of interest, Legislative Committee analysis, white papers, etc. | -Content due to staff no later than one week following the March/April meeting of the Legislative Committee. (April 16, 2018) |
| May 2018 | Conference marketing, membership information update and conference | May 21, 2018 |
| June 2018 | Conference Marketing, Ability to renew / pay for membership and three news stories will be presented. | June 18, 2018 - Ezine |
| July 2018 | Conference Promotion, Budget updates | -Content due to staff no later than July 16, 2018. |
| August 2018 | Conference Promo, news stories | August 20, 2018 - Ezine |
| September 2018 | Conference – Know Before You Go | September 3, 2018 - Ezine |
| October 2018 | Conference wrap-up, news, sponsor features | October 22, 2018 - Ezine |
| November 2018 | Fall Edition – news | November 12, 2018 - Ezine |
| December 2018 | Holiday Edition – news | December 10, 2018 - Ezine |

California Probation, Parole and Correctional Association
Balance Sheet
As of August 31, 2017

| | Total |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Banner Bank | 0.00 |
| 1002 US Bank | 4,269.10 |
| 1003 Banner Bank - Conference | 0.00 |
| 1004 US Bank - Conference | 43,536.72 |
| Total Bank Accounts | \$ 47,805.82 |
| Accounts Receivable | |
| 1200 Accounts Receivable | 0.00 |
| Total Accounts Receivable | \$ 0.00 |
| Other Current Assets | |
| 1299 Undeposited Funds | 0.00 |
| 1500 Prepaid Expense | 0.00 |
| Total Other Current Assets | \$ 0.00 |
| Total Current Assets | \$ 47,805.82 |
| TOTAL ASSETS | \$ 47,805.82 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2000 Accounts Payable | 5,485.85 |
| Total Accounts Payable | \$ 5,485.85 |
| Credit Cards | |
| 2002 US Bank - Credit Card | 0.00 |
| US Bank Parent | |
| US Bank Central Bill Account - 7480 | 5,422.26 |
| Total US Bank Parent | \$ 5,422.26 |
| Total Credit Cards | \$ 5,422.26 |
| Other Current Liabilities | |
| 2005 Deferred Professional Dues | 0.00 |
| 2006 Deferred Retired Member Dues | 0.00 |
| Total Other Current Liabilities | \$ 0.00 |
| Total Current Liabilities | \$ 10,908.11 |
| Total Liabilities | \$ 10,908.11 |
| Equity | |
| 3001 Opening Bal Equity | 8,833.06 |
| 3010 Unrestrict (retained earnings) | -65,432.22 |
| 3050 General Fund | 66,345.55 |
| 3051 Rounding | 0.00 |
| Total 3050 General Fund | \$ 66,345.55 |
| Net Income | 26,627.17 |

| | | |
|-------------------------------------|-----------|------------------|
| Total Equity | \$ | 36,373.56 |
| TOTAL LIABILITIES AND EQUITY | \$ | 47,281.67 |

Friday, Sep 08, 2017 06:42:27 PM GMT-7 - Accrual Basis

California Probation, Parole and Correctional Association

Profit and Loss

August 2017

| | Total | | | |
|--------------------------------------|---------------------|-----------------------|---------------------|---------------------|
| | Aug 2017 | Jan - Aug, 2017 (YTD) | 2017 Budget | Over/Under Budget |
| Income | | | | |
| 4000 Dues Income | | | | |
| 4002 Professional Dues | 19,515.05 | 61,938.84 | \$105,000.00 | -\$43,061.16 |
| 4004 Associate Member Dues | | | \$0.00 | \$0.00 |
| 4005 Retired Member Dues | | 68.10 | \$720.00 | -\$651.90 |
| Total 4000 Dues Income | \$ 19,515.05 | \$ 62,006.94 | \$105,720.00 | -\$43,713.06 |
| 4020 Conference | 4,481.35 | 5,436.20 | 0.00 | \$5,436.20 |
| 4024 Attendee - Revenue | 6,320.00 | 27,096.35 | 70,000.00 | -\$42,903.65 |
| 4026 Sponsor - Revenue | 1,800.00 | 6,172.78 | 15,000.00 | -\$8,827.22 |
| 4027 Exhibitor - Revenue | 1,600.00 | 13,131.40 | 38,700.00 | -\$25,568.60 |
| 4028 Raffles/Live-Silent Auction | | | 1,000.00 | -\$1,000.00 |
| 4030 Promopiece & Postage | | | 2,000.00 | -\$2,000.00 |
| 4035 Miscellaneous Conference Income | | | 0.00 | \$0.00 |
| Total 4020 Conference | \$ 14,201.35 | \$ 51,836.73 | \$126,700.00 | -\$74,863.27 |
| 4100 Regional Trainings | | | 2,000.00 | -2,000.00 |
| Total Income | \$ 33,716.40 | \$ 113,843.67 | \$234,420.00 | -120,576.33 |
| Expenses | | | | |
| 5000 Dues and Membership | | | | 0.00 |
| 5020 Regional Trainings Expense | | | \$3,000.00 | -3,000.00 |
| 5035 Conference Expenses | | | \$0.00 | 0.00 |
| 6000 Food & Beverage | | 11,250.00 | \$50,000.00 | -38,750.00 |
| 6001 Raffle Giveaway | 323.70 | 323.70 | \$600.00 | -276.30 |
| 6002 Tote Bags/Name Badges | | 255.36 | \$3,500.00 | -3,244.64 |
| 6003 Audio/Visual | | | \$1,700.00 | -1,700.00 |
| 6004 Awards | | | \$600.00 | -600.00 |
| 6005 Entertainment | | 1,499.00 | \$0.00 | 1,499.00 |
| 6006 Trainer / Board of Directors | | | \$1,500.00 | -1,500.00 |
| 6008 Printing/Signs | | | \$5,000.00 | -5,000.00 |

| | | | | | |
|--|------------------|------------------|--|--------------------|----------------------|
| 6009 Postage Handling - CN w/Reg | | | | \$0.00 | 0.00 |
| 6010 Speaker Gifts | | | | \$200.00 | -200.00 |
| 6007 Staff Travel | 107.23 | 303.13 | | \$1,000.00 | -696.87 |
| 6011 Vendor Booth Decorator | 4,475.00 | 4,475.00 | | \$5,500.00 | -1,025.00 |
| 6012 Miscellaneous Supplies | 220.03 | 343.98 | | \$500.00 | -156.02 |
| Total 5035 Conference Expenses | 5,125.96 | 18,450.17 | | \$70,100.00 | -\$51,649.83 |
| 5045 Board | | | | | |
| 5046 Meeting Cost | | 365.92 | | \$2,000.00 | -\$1,634.08 |
| 5047 Room and Travel | | 166.97 | | \$500.00 | -\$333.03 |
| Total 5045 Board | 0.00 | 532.89 | | \$2,500.00 | -\$1,967.11 |
| 5055 CN Subscription | | | | \$1,000.00 | -\$1,000.00 |
| 5060 Legislative Activities | | | | | \$0.00 |
| 5061 Contractor | 4,000.00 | 20,000.00 | | \$48,000.00 | -\$28,000.00 |
| 5062 Misc. Legislative Activities | | 157.00 | | \$0.00 | \$157.00 |
| Total 5060 Legislative Activities | 4,000.00 | 20,157.00 | | \$48,000.00 | -\$27,843.00 |
| 5070 Administrative | | | | | \$0.00 |
| 5072 Office Expense | | 5,048.00 | | 1,200.00 | \$3,848.00 |
| 5073 Staff Services Contract | 4,500.00 | 37,851.57 | | 54,000.00 | -\$16,148.43 |
| 5075 Bus/comm. Meetings | | 29.00 | | 0.00 | \$29.00 |
| 5076 Insurance/Business | | 1,272.00 | | 1,650.00 | -\$378.00 |
| 5077 Interest Charges | 68.51 | 68.51 | | 2,200.00 | -\$2,131.49 |
| 5078 Accounting/Audits | | | | 1,250.00 | |
| 5079 Board/Leadership | | 87.88 | | 0.00 | \$87.88 |
| 5080 Member Insurance Benefits | 3,673.48 | 3,673.48 | | 0.00 | \$3,673.48 |
| Total 5070 Administrative | 8,241.99 | 48,030.44 | | \$60,300.00 | -\$12,269.56 |
| 5090 Tax and Insurance | | | | | \$0.00 |
| 5091 Franchise Tax & Insurance | | | | 10.00 | -\$10.00 |
| Total 5090 Tax and Insurance | | | | 10.00 | -\$10.00 |
| 5095 Merchant Fees/Bank Charges | | 16.00 | | 2,500.00 | -\$2,484.00 |
| 5100 Travel Reimbursement | | | | 500.00 | -\$500.00 |
| 5120 Miscellaneous Expense | | | | 30,000.00 | -\$30,000.00 |
| Uncategorized Expense | 30.00 | 30.00 | | 0.00 | \$30.00 |
| Total Expenses | 17,397.95 | 87,216.50 | | 217,910.00 | -\$130,693.50 |
| Net Operating Income | 16,318.45 | 26,627.17 | | 16,510.00 | \$10,117.17 |
| Net Income | 16,318.45 | 26,627.17 | | 16,510.00 | \$10,117.17 |



California Probation Parole and Correctional Association
86th Annual Training Conference & Vendor Show
CPPCA...100-Years of Dedication & Commitment to
Community Corrections!
September 12 – 15, 2017

Registration (as of 9/9/17)

| | |
|---------------------|------------|
| Regular attendees: | 329 |
| Delegates: | 18 |
| JJDP Commissioners: | 17 |
| Speakers: | 39 |
| Exhibitor Reps: | 37 |
| Pre-Training Only: | 4 |
| Total: | 444 |

(Pre-training registrations: 106)

Opening Ceremonies

Colorguard, Soloist, Invocation, Chief
 McDonald, PD Chief Luna, Vice Mayor
 Richardson, Sect. Kernan, Treas.
 Chiang, Suzie Cohen
 Keynote Nick Warner

Sponsors: 4 Silver, 1 App, 1 Lanyard

Exhibitor Booths: 24

Exhibit tables: 2

Training

Offering 14 regular sessions for a total of 16 hours STC

One Pre-training session for a total of 8 hours STC

Total: 24 hours STC

Awards

12 Award winners

CPPCA
Conference Budget 2017

| | <u>Total</u> | <u>Proposed & Actual</u> |
|--------------------------------------|-------------------|------------------------------|
| Income | | |
| 4020 Conference | | |
| 4024 Attendee - Revenue | 70,000.00 | 150,835.00 |
| 4026 Sponsor - Revenue | 15,000.00 | 11,700.00 |
| 4027 Exhibitor - Revenue | 38,700.00 | 22,555.00 |
| 4028 Raffles/Live-Silent Auction | 1,000.00 | 1,000.00 |
| 4030 Promopiece & Postage | 2,000.00 | |
| 4035 Miscellaneous Conference Income | 0.00 | |
| Total 4020 Conference | 126,700.00 | 186,090.00 |
| 4100 Regional Trainings | 2,000.00 | 0.00 |
| Total Income | 128,700.00 | 186,090.00 |
| Expenses | | |
| 5020 Regional Trainings Expense | 3,000.00 | |
| 5035 Conference Expenses | 0.00 | 6,500.00 |
| 6000 Food & Beverage | 50,000.00 | 75,000.00 |
| 6001 Raffle Giveaway | 600.00 | 500.00 |
| 6002 Tote Bags/Name Badges | 3,500.00 | 4,379.32 |
| 6003 Audio/Visual | 1,700.00 | 4,000.00 |

| | | |
|---------------------------------------|----------------------|--------------------|
| 6004 Awards | 600.00 | 950.90 |
| 6006 Trainer / Board of Directors | 1,500.00 | 1,500.00 |
| 6007 Staff Travel | 1,000.00 | 1,100.00 |
| 6008 Printing/Signs | 5,000.00 | 5,000.00 |
| 6009 Postage Handling - CN w/Reg | 0.00 | |
| 6010 Speaker Gifts | 200.00 | 100.00 |
| 6011 Vendor Booth Decorator | 5,500.00 | 4,475.00 |
| 6012 Miscellaneous Supplies | 500.00 | 500.00 |
| Total 5035 Conference Expenses | 70,100.00 | 104,005.22 |
| | Proposed net: | \$82,084.78 |

2016 Resolutions – Board Actions

Resolution #1 -

Be it resolved that the nominations for state level officers be made to fall in conjunction with the annual conference in September. Following a normal call for nominations for the office of 2nd VP, a second call for nominations from the floor will be made on the first full day of the conference. Accepting the nomination from the floor will be confirmed and after normal vetting, the election for office of 2nd VP will be held in October.

Passed (by-law changes are needed)

Resolution #2 –

Be it resolved that a Sergeant at Arms be added as a non-voting member of the Board of Directors in an advisory capacity (appointed by President for 2 years – following a call for applications in October – term begins January)

Passed (by-law changes are needed)

Resolution #4 -

Be it resolved that the board of directors review and implement the elements of the Strategic Plan “The Plan of Action” as recorded at the delegate caucus in 2015.

1. The board of directors direct the Regional VP's to identify an individual within probation, parole and corrections within each county of their region as a contact person.
2. CPPCA to determine the means each county/chapter incorporates for payroll deduction or direct payment of dues and develop a means to have disclosure of individual payees.
3. Determine the appointing authority within the county and make an effort regarding the presence of the CPPCA organization.
4. Communicate the efforts to meet the aforementioned should be featured in the “Correctional News” and the publication date of this publication must be more pronounced. As previously suggested, an email to all members re: correctional news publication must be sent to remind members of our ongoing presence. This may include a calendar of publication dates, major events, meetings, etc.
5. Make a concerted effort to recruit CPO's.

Passed (with language edited on item #5 to what is listed above)



Delegate Resolution Form

Delegate: _____

Chapter: _____

Date: _____

Resolution: _____

Background (enter in supporting information here): _____

Motion: _____

Seconded: _____

Yes: _____ No: _____ Abstain: _____

CPPCA Strategic Plan

Adopted June 2, 2015

Mission Statement

The mission of the California Probation, Parole and Correctional Association (CPPCA) is to:

- Promote the professionalism of corrections practitioners
- Support research and evidence based practices relevant to corrections
- Advocate on behalf of corrections to law makers and policy makers
- Educate the public on issues vital to corrections
- Provide education and a supportive network to its members and corrections professionals

Vision Statement

CPPCA is a statewide network of corrections professionals serving as a vital voice for advancing correctional practices and promoting excellence in education, legislative advocacy & public safety.

Core Values

Serving with humility

Acting without prejudice

Upholding the law with dignity

Being objective in the performance of duties

Respecting the rights of all persons

Holding inviolate those confidences reposed

Cooperating with fellow colleagues and related agencies

Aware of responsibilities to the individual and to the community

Improving professional standards through continual education

Strategic Goals

Membership: Increase the value and awareness of CPPCA to grow membership.

Education: Develop, offer and promote professional development and educational opportunities to build leaders within the field of corrections.

Advocacy: Advocate for the field of community corrections, corrections policies and corrections professionals.