

<p><b>Meeting Minutes</b>  DES MOINES POLICE FOUNDATION DIRECTOR'S MEETING  June 5, 2018 7:30 AM  Des Moines Police Department Large Conference Room</p>
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**Present:** Yvonne Nutting, Rob Guyott, Janel Stoneback, Myra Harmon, Jeana Proctor, Chief Ken Thomas, Jeff Espeseth & Bonnie Wilkins.

**CALL TO ORDER at 7:34 a.m.**

**INTRODUCTIONS**

President Yvonne Nutting asked that board members go around the table and introduce themselves.

**COMMENTS FROM THE PUBLIC:** No members of the public present.

**APPROVAL OF MEETING MINUTES:** Motion made by Myra and seconded by Rob to approve meeting minutes from the Board Meeting held on April 3, 2018, with the following amendment: The verbal request from Steve Lettic in the amount of \$3,000 for crime fighting training was not approved at the April 3, 2018 meeting.  
The motion passed unanimously.

**TREASURER'S REPORT**

No treasurer's report. Motion made by Rob and seconded by Janel to add to the agenda discussion on a replacement for the Treasurer position. The motion passed unanimously.

Yvonne mentioned that Ellie had e-mailed her account balances: \$25,033.23 current balance; recent transactions \$275.25 Foundation logo and \$667 Chief's awards and awards banquet expenditures (Fairmont Hotel auction item); \$820 Benevolence/Bereavement Fund; \$6,534.24 Chaplaincy Fund.

**NEW BUSINESS:**

Welcome	<p>Newly appointed Police Chief, Ken Thomas introduce himself and spoke of a program he is familiar with, Kennewick Cares, that he can see being a positive addition to the Foundation program.</p> <p>Jeff asked the Chief what his focus was. The Chief said to be sure there was a comprehensive plan and to be respectful of the Foundation's funds.</p>
2018 Auction Update (9/29/2018)	<p>The first subcommittee meeting was held on April 10, 2018 at Yvonne's house. The date of September 29, 2018 was selected. The event will be held at the Des Moines Beach Park Auditorium. This event will be open to the public. The subcommittee is still in discussion regarding caterer and the cost of the event. More details to come forth.</p>

2019 Awards Banquet (1/25/2019)	Date and venue have been selected for the 2019 Awards Banquet.
2018 Shop with a Cop (12/12/2018)	Due to timing, this item was not discussed.
2018 National Night Out (8/7/18)	Yvonne mentioned that she and Jeremy will be up at Midway Park again this year. There was discussion that Community Services Officer Tonya Seaberry will come to our next meeting to talk about National Night Out.
NEW – Backpack Program	Janel will provide the Foundation with the August date for this years' Backpack Program.
NEW - Logo	George to work with Nate Chevallier and Steve Lettic to gather the submissions and bring them to the next meeting.
Treasurer Report	<p>A motion was made by Janel and seconded by Bonnie to appoint Rob to Treasurer. The motion passed unanimously. Rob abstained from the vote.</p> <p>It was discussed that Ellie has done a great job getting the Foundation up and running and serving as Treasurer. However, Ellie lives outside the City and does not work in Des Moines. This makes it difficult for her to serve the Foundation to the best of her abilities as the Treasurer. It was also discussed that the checkbook and other banking materials should be kept in a lock box on site at the Police Department and Yvonne will work with Ellie to get all the banking materials. Yvonne will research banks and move the bank account to Des Moines.</p> <p>This discussion lead to a larger discussion of Board Development, designating backup and roles of Board positions.</p>
NEW – Department Personnel	Janel mentioned that it would be nice to have the opportunity to get to know Police Personnel better. She felt it would be a great way to learn how the Foundation could best support them.
NEW – Social Media	It was discusses that the Foundation be more active on social media. Chief Thomas mentioned that Officer Dan Lindstrom has been handling most of the Department's Twitter account and is very proficient. It was mentioned that it might be beneficial to have an officer on the Board to help foster the relationship between the Board and the Foundation. Yvonne was going to check with Scott to see if an Officer could serve on the board or just be a liaison between the Foundation and the Police Department.
NEW – Records Specialist, Sara Lee	<p>Chief Thomas informed the Board that Sara Lee's house recently caught on fire, thankfully no one was injured.</p> <p>A motion was made by Jeff to purchase a \$100 gift card to Fred Meyer to help with expenses. Myra amended the motion to increase the amount to \$250; motion seconded by Janel. The amended motion passed unanimously.</p>

### **OLD BUSINESS**

- ZetX Review
  - ZetX was approved at the April 3, 2018 board meeting. Chief Thomas indicated that he was not sure that the Department needed to purchase ZetX at this time. Chief Thomas would like staff to utilize the chain of command when requesting funds from the Foundation, utilizing a possible Grant Wish Form.
- Fundraising idea
  - Due to the timing, this item was not discussed and will be added to the next Foundation meeting agenda.

### **NEXT MEETING DATE**

Tuesday June 19, 2018 at 7:30 a.m.

Des Moines Police Department Public Meeting Room

**ADJOURNMENT: 8:40 a.m.**