

National Liquor Law Enforcement Association

Minutes of Meeting

Date: January 23, 2004
Time: 8:30 a.m. EST
Location: Silver Spring, Maryland
Attendees: President Aiden Moore, Sgt. At Arms Shawn Walker, Past President David Wilson, Sec./Tres. Linda Ignowski, Bill Patterson, Rebecca Ramirez, Carol Cannon, Roger Johnson, Scott Friedman, Scott Polman, Boy Reynolds, Ted Langevin, Jim Cople and Ivette Hernandez.

President Aiden Moore called the meeting to order.

Order of Business

Introduction was made of each attendee.

Proposal from Fox Valley Technical College.

Mr. Krueger from Fox Valley Technical College attended the meeting to present a training opportunity for NLLEA to consider joining in a partnership to develop a training program for law enforcement leaders specialized in liquor law enforcement.

Jim Cople provided background information on his experience with FVTC. They are known for their excellent technical training in law enforcement areas to such agencies as the Secret Service and children services.

They are proposing to develop a professional training curriculum for law enforcement line staff (not ABC enforcement) and CEOs. This is not meant to replace the NLLEA academy. This is an opportunity to provide credentials for law enforcement training related to liquor laws.

The goal would be to educate and train local law enforcement about liquor laws.

This would be an enhancement of what we already do and develop a partnership in the development of the training program. This would be more broad base training across the country.

Bob Reynolds asked about FVTC's funding source. Thirty-five percent comes from grants.

Bob Reynolds stated that the purpose of this proposal would be to professionalize, institutionalize and stabilize training program for all of us. NLLEA role would provide content expertise in the writing of the curriculum and to evaluate the program.

Police academies only spend a few hours of training on alcohol issues. This will raise the level of importance of this type of training and provide a consistent training model for all states.

President Moore inquired about the time line needed to develop the curriculum. Mr. Krueger stated that as soon as possible. Possible funding source could be COPS. We will need to develop the curriculum for at least two components to present to COPS with the proposal.

President Moore asked if it would be possible to get CLU credits for the training. Fox provides a transcript to student. Mr. Krueger believed this would not be an issue for the 49 states to accept the program for credit.

Ted Langevin asked at what level the training would be most effective and who is going to fund the writing of the proposal. Jim Copple believed that we should start at the leadership level and then they drive it down to the line staff. Bob Reynolds believed that all partners would give in-kind services to develop the curriculum.

Bill Patterson asked if the curriculum would be tailored to each state. Mr. Krueger confirmed that the curriculum would be tailored to fit each individual state.

Bob Reynolds volunteered to facilitate the writing of the curriculum with the membership chair, Shawn, and Scott Friedman to review curriculum

Bill was concerned about not creating a monster that would lead local law enforcement to believe there is no longer a need for a state liquor law enforcement agency.

Motion:

David Wilson moved to begin the development of the proposal with FVTC and PIRE as a partner to develop a curriculum for a law enforcement training program specialized in liquor law enforcement.

Seconded by Shawn Walker.

Motion passed unanimously.

Washington DC Training Request

Al Luna from the Washington DC ABC law enforcement agency asked for basic training for his staff on investigation techniques and then a possible follow up intermediate training. He has 8 investigators who need training. He would be willing to dedicate at least one day a week for formal and practical training for his staff.

It was suggested that the first step be to have an NLLEA member or two, visit his agency and evaluate what their needs and validate what is needed.

Members could send him copies of our standard operating procedures for assistance in developing his own SOP manual.

Mr. Luna believed there would be funds available to cover the cost of the training and the initial assessment.

President Moore suggested that his Director write a letter to the NLLEA board asking for technical assistance and then we would evaluate who would be the best to help them. They would need to provide travel and salary compensation.

In the short term, members could send their SOP to Al Luna.

2004 NLLEA Training Academy

The Board discussed the budget constraints that most states are experiencing. It was assumed that most states would not be able to send participants or would be very limited on the number they can send. The economy is a real issue this year, and we may need to delay holding the academy until next year.

Last year's academy did not break even because of indirect costs. Also the academy last year had two grants to help meet costs.

Motion:

David Wilson moved that the board should defer holding the academy in 2004 and defer it to 2005 due to the budget constraints of many states. We should also send a letter to the membership to explain the reason for the decision.

Motion was seconded by Shawn Walker. The motion passed unanimously.

President Moore suggested that we expend the energy of the training committee to work on the Fox Valley Technical College proposal and evaluate if we need to restructure the academy.

David will draft a letter for the board to review to the membership about the reason why we are not putting on the academy this year. All board members need to sign the letter.

Finance report

Ted Langevin provided the 2003 year end financial report. The report reflected the assets of the associations at \$32,212.00

There was discussion about the long term sustainability of the association. It was suggested we would need to possibly raise membership fees and increase our membership after the grants end in the next two to three years,

President Moore suggested that we need to set a budget for our association.

Motion:

Shawn Walker moved to accept the financial report and post it on the web site.

Motion was seconded by Linda Ignowski. Motion passed unanimously.

Ted also needed officers to sign the signature card for the bank account

Aiden suggest we establish a budget for the organization to pay for travel, and other expenses. It was discussed that by establishing a budget would provide the framework to become a more sophisticated organization. Ted Langevin will work with Rebecca to make a proposal for a budget to reflect our expenditures and revenue.

Other Business

Motion:

President Moore moved to provide NLLEA members to meet with the neighborhood watch group to explore the possibility of working with them to provide a fact sheet regarding liquor laws and how they can become involved.

Motion was seconded by Shawn Walker. The motion passed unanimously.

Our contract with PIRE for financial accounting expired at the end of 2003. PIRE offered to extend the assistance at a month to month basis.

Motion:

David Wilson moved to continue the financial accounting relationship with PIRE at the same cost on a month by month basis.

Motion was seconded by Shawn Walker. Motion passed unanimously.

Ted Langevin also mentioned that we need to provide NLLEA's IRS form 990 for our membership's information.

Motion:

David Wilson moved to display the IRS form 990 on our website.

Motioned was seconded by Aiden Moore. Motioned passed unanimously.

Membership

Linda will work with her membership committee to reach to all states who are not presently members of NLLEA. Further discussion on inclusion of an agencies line staff will occur at a future conference call.

Rebecca Ramirez reminded the board that Jim Copple and Bob Reynolds offered to brainstorm ideas of how to extend membership benefits to agency staff.

David Wilson suggested that the officers be our recruiting leaders.

Ted reminded us to that we need to find enough revenue to support us because PIRE will not be able to continue the support. We have about three more years with NHTSA.

Motion:

President Moore moved to adjourn the meeting.

Motion seconded by Shawn Walker.

The meeting was adjourned at 11:45 a.m.

Respectively Submitted by. Linda Ignowski January 23, 2004