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**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 06/25/2008

To: Sacramento

From: Sacramento

Squad 1

Contact: SSA Steven D. Dupre, Extension 2245

Approved By: Parenti Drew S *DP*

Drafted By: Dupre Steven D

Case ID #: 188A-SC-C-A37406-ALUMNI AS - 25

Title: CITIZENS' ACADEMY;  
ALUMNI ASSOCIATION;  
SACRAMENTO DIVISION

Synopsis: EC to document minutes from Citizens' Academy board meeting held April 21, 2008.

Details: Attached to this EC are the meeting minutes for the Citizens' Academy Alumni Association board meeting held April 21, 2008.

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**FBI Citizens' Academy Alumni Association  
Meeting Minutes for  
Monday, April 21, 2008  
Sacramento FBI Office  
6:00 to 8:00 PM**

**I. Welcome & Overview of Agenda - the meeting was called to order by [redacted] In attendance were: [redacted]**

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[redacted]  
[redacted] Steve Dupre and [redacted]

A. Review Agenda –. Added 100<sup>th</sup> Anniversary Event to tonight's agenda (see below – II.G). [redacted] extended her thanks to Steve for all of his hard work. We realize that Steve does a lot of "behind the scene" work and we truly appreciate all that he does for us.

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B. Review & Approval of Minutes – a motion was made by [redacted] to approve the minutes and seconded by [redacted]

**II. Brief Update on Activities**

A. Class #9 Presentation, April 24 [redacted] will be replacing [redacted] for this class. We would like to provide all the board members an opportunity to speak in the future. We are the last presentation for the evening. Our goal will be to generate interest in membership and see if we can identify potential board members. [redacted] will present his DC slideshow.

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B. Informational Meeting, Morgue, April 30 (Steve & [redacted] – week from this Wednesday. Steve has solicited enough volunteers to provide snacks and beverages. There is a waiting list of 18. We will start at 6:00 p.m. Board members should arrive at the morgue between 5:30 and 5:45 p.m. Make sure you wear layered clothing since the temperature is cold.

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C. Quantico Trip ([redacted] Steve) – we currently have 18 confirmed participants. Steve will follow-up with those who have yet to confirm. Steve will begin submitting tour requests around May 1<sup>st</sup>. We've already confirmed our Quantico tour. Tentative tours include: CIA, FBIHQ or the Pentagon, the Capitol, the White House, constituent breakfast with Senator Dianne Feinstein and possibly the Supreme Court.

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D. FBI Golf Tournament, May 8 (Steve) – 105 to 110 have signed up so far. A couple of our alumni are sponsoring holes. Steve thinks we are good with the volunteers. A lot of people from the office

have volunteered. The golf committee will be meeting tomorrow.  
[redacted] volunteered to take pictures.

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E. Next Informational Meeting, Summer (Steve) – the subject matter has been selected. The topic for the meeting will be the Baxter Dunn public corruption case. Tentative date selected: Thursday, July 31<sup>st</sup>. The event will be held at 3720 Dudley Blvd. Building 600. Social hour starts at 6:00. The meeting will start at 6:30 and end at 8:00 p.m. Board members should plan to arrive by 5:30 PM.

F. Debrief Firing Range ([redacted] Steve, and Group) – thought it went well. It was good to have coffee, donuts and water for the group. It got pretty warm in the afternoon. There was a good turnout of agents to assist with the event. Lunch was great. [redacted] sent letters to both [redacted] and [redacted] [redacted] of the Commercial Exchange Club. [redacted] appreciated that the firearms instructors sat at different tables and suggested the board members do the same the next time. Things to do next time: bring name tags, introductions at lunch when everybody is together. [redacted] said that she will work on not calling Steve our "best girlfriend". © Thanks again to Steve for pulling all of the events together.

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G. 100<sup>th</sup> Anniversary event (Steve) - tentatively scheduled for July 17<sup>th</sup>. The event will probably take place in the morning because of the heat (event will have to be held outdoors). It's expected that approximately 800 people will be invited. Those to be invited include all of the Citizens' Academy participants (200), former employees, graduates of the National Academy in Quantico (400); representatives from the U.S. Attorney's Office, Chiefs of Police, Sheriffs, Mayors, etc. from the region.

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### III. Brief Summary of Strategic Planning Meeting [redacted]

A. General Summary – there was discussion regarding the flip charts we pulled together during our March meeting.

B. Update from National on D&O Insurance – [redacted] contacted [redacted] regarding National D&O insurance. [redacted] told him that we are interested in obtaining coverage through National. Our cost will be \$100.

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C. Update on 501 status & CA state ([redacted]) – the State of California will recognize our federal exemption. The current form is being revised and won't be ready for a few weeks yet. There is no cost to filing the State forms.

IV. Strategic Planning for 2008-2009 [redacted] Facilitator)

A. Next Steps from Strategic Planning - [redacted] prefaced the discussion with a summary of other alumni chapters' dues structures. She noted that the largest number have \$50 for dues with only two chapters having lower amounts (those two chapters have no budgets set). Similar chapters in geographic location have \$75 or \$100 fees. Two documents were presented by [redacted] one on dues' benefits and the other dues' structure as a point to start the discussion.

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There was general discussion about the dues. Some thoughts: the lower we make it the more we can get to join; family membership (sounds appealing; should have value, may be problematic if we have limited space at an event); need to keep it affordable; maybe we should consider the possibility of going out and soliciting donations; have one event a year (holiday party) where members and non-members could attend.

No decision was made regarding whether non-members could attend and if there would be a charge. No decision was made on different categories of membership.

We went around the room to get everybody's opinion about dues:

[redacted] - \$50 per person would cover our costs and allow us to take care of other costs.

[redacted] - \$50 is a little pricey but we do have costs; all of the board members need to have buy-in on the amount we set and all need to join; whatever decision we reach we all have to show others that we are supportive.

[redacted] - \$25 sounds really good but in reality she doesn't pay that amount for any other organization; those who want to join will and those who don't want to, regardless of the cost we set.

[redacted] - paid \$50 for an Honor Society at Sac State and was able to attend three meetings each year; would not charge less than \$50; suggested that future year budgets allow for an increase in costs.

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[redacted] - try to get outreach groups involved; dues need to be affordable; pays more than \$25 to other groups; there are constituents that may not be able to afford the dues; \$75 and \$100 are out; \$45 gives us more than \$25 or \$35 per person. [redacted] believes that with the recession - we should live within our means; most of the groups that he belongs to don't include food; eat before you come; need to keep the dues down as much as possible; maybe \$50 is something we can agree upon; family membership is

good; likes the one event a year that would include everybody;  
bottom line \$50 sounds like the way to go.

[redacted] idea of charging for an information briefing is setting up barriers to those who can't afford the dues; maybe we could find a compromise; \$25 sounds good.

[redacted] - votes for \$50; those who will join will join; outline what's in it for them; make it sound appealing to them.

**Steve** - two thoughts: likes \$50; thinks that would serve our needs; psychologically \$45 sounds better; likes the idea of fund raising with some of our alumni - thinks that this would work; start with \$45 and if we have to we could increase to \$50.

[redacted] - are we at a point to make a decision on this?

Before the motion was made, we discussed that this lower fee would only allow support of the organization, not purchasing food for events. Alumni would still need to supply food on a volunteer basis.

[redacted] made a motion to move that the dues be set at \$45 and [redacted] seconded the motion. Motion was approved to set the dues at \$45.

It was agreed that the holiday party would be open to members, non-members and their guests.

B. Membership Campaign & Dues [redacted] - we will need a smaller group to pull this together. [redacted] to chair, [redacted] and [redacted] will assist. Their task is to prepare something ("what's in it for me?" that could be sent out to the group and how we would roll this out. Next board meeting: come back to us with a draft of a membership campaign. Make sure to keep [redacted] and Steve in the loop. At the next meeting we can come back to the issue about how we would structure the family and lifetime memberships. Steve will talk to his counterparts to see how they handled their membership campaigns.

C. Budget Approval [redacted] - premature to discuss a budget yet.

D. Board Membership Process & Officer Succession [redacted] - we should begin thinking about adding new members to our board. Everybody should think of two members from your class who would be good board members. There was a brief discussion about officer succession. The current officers have been in office for almost two years now. Our by-laws state that officers will hold their positions for two years. Our by-laws became effective February 2008. [redacted] suggested that we need to consider

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staggering officer succession and have some time to plan that succession. She noted she would be willing to stay an additional year thru June 2009 to ease that transition and then [redacted] could rotate into the President role beginning in July 2009. We would then need to find somebody who would step into the Vice President role. [redacted] would stay on through June 2010 (one year of [redacted] role as President) thus giving us a staggered succession. Give some thought to this and be prepared to discuss at our next meeting.

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**V. Next Steps & Designated Person (s)**

**A. Timeline of Activities**

**B. Commitments & Dates – next meeting: Monday, June 2<sup>nd</sup>.**

**C. Next Meeting – discussion regarding topic for November briefing. Discussion about board membership. Give some thought to what we're going to do about our project. Think about "what is the one thing we can do to make this a safer community"? Some thoughts around use of the internet? [redacted] suggested that Steve get input from the agents. Steve said that i-SAFE is a more structured program. Participants can be certified after four hours of instruction. LA Outreach Coordinator feels that i-SAFE is a better program than the Family Safety Squad. i-SAFE is a nonprofit organization that stays current with technology. We should try to get information out to the kids, inform the parents as to what the kids are doing on the internet and tell them what they can do to ensure their children's safety.**

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**D. Acknowledgements – thanks to [redacted] for picking up dinner and to [redacted] for dessert. There are plenty of drinks for the next meeting and Steve can get the ice from their icemaker. [redacted] volunteered to bring the entrée, Steve volunteered to bring a salad and [redacted] and [redacted] volunteered to bring dessert. Steve feels that momentum is building and that we are getting good feedback from people.**

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**VI. Adjourn**