



03/09/2015

4:08 PM Meeting Started

Attendance:

President – Jim Luckett
Vice-President – John Allen (Absent)
Secretary – Brian Truhlar
Treasurer – Michael Michienzi (Arrived at 5:08 PM)
Sgt. At Arms – James Leon

Meeting Minutes – Truhlar presented meeting minutes from 01/06/2015.

Motion: Luckett motioned to approve the 01/06/2015 meeting minutes as presented. Leon 2nd the motion. Luckett, Leon, Truhlar and Michienzi (Michienzi arrived at meeting at 5:08 PM) approved motion and none opposed. Allen was absent.

Treasurers Report – Michienzi didn't have a Treasurer's report to present to the board.

Member McLaughlin requested a \$100.00 donation (see donation request form) for Polar Plunge to benefit Special Olympics.

Motion: Luckett motioned to approve the \$100.00 donation for the Polar Plunge. Leon 2nd motion. Luckett, Leon and Truhlar approved motion and none opposed. Allen and Michienzi were absent during the approval.

Upcoming events were discussed.

Easter Egg Hunt for FOP members and associate members
Membership meeting to be held on April 24th 2015 at 6:30 P.M. at RPD in the Community Room.
Police Memorial on May 7th held in Springfield, IL
FOP Family Picnic on Saturday, July 25th at Konow's Corn Maze in Homer Glen.

Motion: Truhlar motioned for FOP to pay for hotel rooms for one night only for FOP members and associate members wishing to attend the Police Memorial. Luckett 2nd

motion. Truhlar, Luckett and Leon approved motion with none opposing. Allen and Michienzi were absent during motion and approval. Luckett, Leon and Truhlar approved motion and none opposed. Allen and Michienzi were absent during the approval.

Motion: Truhlar motioned to approve a \$5,000.00 budget for first annual FOP Lodge 15 Family Picnic which will cover costs of food, non-alcoholic beverages, and events (face painting, jumping pillow, hay rides, etc...). Luckett 2nd motion. Luckett, Leon and Truhlar approved motion and none opposed. Allen and Michienzi were absent during the approval.


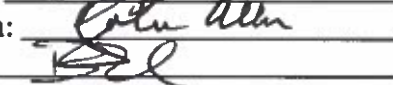


Upcoming membership meeting was discussed and proposal of additional by-law changes. Some of the proposed changes were to add two (2) additional lodge 15 Executive Board positions (Trustees), approval of up to \$1,500.00 via electronic devices such as email or text for short notice expenditures and allowing REMA members to become associate members of the local lodge.

Truhlar discussed the lodge paying for Lifetime Memberships for Kemper and Zaborowski. Both were injured on duty and retired due to injuries received while on duty. Cost would cover the Per Capita owed to the State and Grand FOP Lodge and would be paid for life. Truhlar advised he learned at the Leadership Conference in Nashville, TN, most lodges due this for their members who were permanently disabled due to a duty related injury.

Motion: Truhlar motioned for Lodge 15 to pay for Lifetime Membership status for Donna Kemper and Robert Zaborowski. Luckett 2nd motion. Truhlar, Luckett and Leon approved motion and none opposed. Allen and Michienzi were absent during the approval.

Truhlar discussed National FOP Leadership Conference held in Nashville, TN. Truhlar presented notes from the conference. Some of the highlights and concerns were the lodge needs to be insured, bonded and incorporated. He also noted the local lodge has written approval from the Grand and State lodge to use the FOP logo (mark) and written approval for the local lodge website. Truhlar noted he also was able to get approval from the Grand Lodge to approve Eich's Sports of Plainfield, Lemont and Coal City as an Official Vendor for the FOP for purposes of having shirts and other items made for various events (see attached notes).

Meeting adjourned at 5:15 PM.

President – James Luckett:		Date: <u>5/2/15</u>
Vice-President – John Allen:		Date: <u>5/5/15</u>
Secretary – Brian Truhlar:		Date: <u>05/02/2015</u>
Treasure – Michael Michienzi:		Date:
Sgt. At Arms – James Leon:		Date: <u>5/5/15</u>



ROMEOVILLE FRATERNAL ORDER OF POLICE LODGE 15

1050 W. Romeo Road, Romeoville, IL 60446 * (815) 886-7219

Executive Board Agenda

03/09/2015

- I. Attendance**
- II. Secretary Report**
- III. Approval of all previous meeting minutes outstanding**
- IV. Treasurer Report**
 - A. Presentation and Approval of Financial Report**
 - B. Financial Audit update**
 - C. Budget update**
- V. Financial Requests (Donations)**
- VI. New Business**
 - A. Upcoming events**
 - B. Proposed By-Laws Amendments**
 - C. Member Meeting**
- VII. Old Business**
 - A. Grand Lodge Conference re-cap**
 - B. Quickbooks**
 - C. Medallions and Stickers**
 - D. Retirement Party for Linklater re-cap (financial)**
- VIII. Next Executive Board Meeting**
- IX. Adjournment**

Leadership Conference
Nashville, TN

02/06/2015

FOP Gives Back Program: Leadership enrollment begins on 02/23/2015

- Sign up at fop.giveback.org
- Fundraising sight for national, state and local lodges
- Simple walk thru log in/sign up
- Can utilize it for golf outing as well to receive donations/sponsorships
- You get one consolidated receipt for all donations made during the year
- Can also be set up for a "one time" donation
- Administrative fees are only what every your credit card charges to use
- Administrative fee is \$1 per transaction

Romeoville Police Memorial

- Pat Yoes can assist in directing with assisting in directing for building the memorial

Secretary Duties

- Maintain all receipts and funds
- Protecting and managing the FOP Trademarks
- Official custodian of the Constitution and By-Laws of the Order and amendments

Minutes

- Official meetings, including "committee meetings"
- Single most important document should litigation arise
- Provides future direction and reference
- Minutes are to be a PERMANENT FILE and must be maintained in a secure file forever (Should purchase a secure file cabinet)
- Can be distributed electronically (email, website, etc...)
- Lodge will be able to scan minutes and they will be able to store those on two (2) national lodge servers

Guidelines

- If a financial report isn't produced each month, after the 2nd time not presented, the board should immediately demand the books and finances should be shown
- Agenda should be prepared by the Secretary
- Establish a Worksheet events presented by a member(s) for the following:
 - Action

- Person(s) responsible
- Time Frame
- Resources needed/used
- Establish a records retention policy for each document type
- Invest in a business reference book (Amazon, Barnes & Noble)

Announcements

- Bulletin boards
- Emails mark for your desired outcome
 - For immediate action
 - For your information
 - Time sensitive
 - Legislative alert
 - Never list addresses in the "TO" field, always send message to yourself with all members listed in the BCC field

Free Email accounts

- Request email account when registering on FOP website

Tax Matters

- We can fall under 501 (c) (8)
- 501 (C) (3) cannot give receipts for donations from donors
- Must ask state lodge if lodge 15 is a 501 (C) (3)
- \$50,000.00 and under in income, we file a Form 990-EZ with the IRS annually
- Can be done online

By-Laws

- Lodge can set policies as long as by-laws allow for it
- Standing Rules tell you how to carry out procedures

The Logo

- FOP Logo for accepted uses
 - Lodge identification
 - Civic activities*
 - Special Occasions*
 - Still Written request made*
- Digital FOP Logo obtained from Patrick Yoes
- Producing items with logo in competition with Grand Lodge is prohibited
- Specialty items require license agreement
- Exception: use a vendor licensed by the Grand Lodge

Lodge Fidelity Insurance

- www.hylant.com/foplegal/fidelity.htm

- Requires state and local lodge to maintain employee dishonesty coverage to protect lodge funds from dishonest acts by lodge members.

Lifetime Membership Card

- Paid for by lodge for life for that specific member
- Should do this for members that are disabled out from on-duty injury

Compliance Requirements

- Conduct audits to determine lodges are in compliance
 - Constitution/bylaws
 - Roster of officers
 - Lodge incorporation!!!!
 - Proof of Fidelity Insurance bond
 - Copy of meeting minutes
 - Voucher system
 - IRS Documents
 - EIN
 - Independent Financial Review
 - Fundraising Documents if using FOP Logo
 - Do you publish a Financial Report to the membership?

Social Media

- Facebook, Twitter, You Tube, LinkedIn
- 93% of Marketers use social media for Business
- Send a request to Pat Yoes for use of FOP LOGO for Facebook, Twitter, must sign agreement with Grand lodge
- Must send a written request to National Secretary requesting approval and/or complete information form.

Newsletters

- Simple and communicate with members of events that occurred or upcoming

Pat Yoes, National Secretary

pyoes@fop.net

(504) 234-2400

Basic Membership Procedures

- Per Capita is due by July 1st
- Credentials for upcoming conference
- 1 credential for every 50 members
- 1 alternate delegate fore every 50 members
- Lodge can get credentials can be issued now if in compliance
- President, Secretary signatures required along with lodge #

- Will receive the paperwork by May 1st to register for credentials
- 10th thru 13th for conference

Recruiting for the FOP

- Must be able to convince the other members that they need the FOP
 - Plainfield PD?
- Group presentations
- Word of mouth
- FOP Clothing, memorabilia
- **CPAAR as an Auxiliary Lodge**
- Discuss lodge accomplishments
- FOP is a “Labor Union”; however, it is also a benevolent organization as well

Why the FOP?

- Organization run exclusively by Law Enforcement Officers
- Full time professionals lobbying for your interests in DC and in most states
- Expert Labor Services and Education Programs
- Comprehensive Legal Defense Plan
- Many other programs offered only to FOP members
- Other services that may be offered by state lodges