



## **ILLINOIS CORRECTIONAL ASSOCIATION**

PO Box 4737

Chicago, IL 60680-4737

[www.Illinois-Correctional-Association.com](http://www.Illinois-Correctional-Association.com)

[info@illinois-correctional-association.com](mailto:info@illinois-correctional-association.com)

### **Illinois Correctional Association / Board of Directors Meeting**

Video Conference: Thursday, 14 December 2023, 16:00 Hours

- I. Roll Call:** Daniel Sheline (President); Jose Prado (Treasurer); Mike Lukas (Acting Secretary); Jerry Butler (Past President); Patrick Firman (Director); Richard Hart (Director); Brigette Trembly (Director)
- II. Call to Order:** 16:11 Hours
- III. Approval of Minutes & Reports:**
  - a. Board of Directors Meeting Minutes from not immediately available and will be approved and posted to website later.
- IV. Reports:**
  - a. President (Daniel): Items will be covered under New and Old Business.
  - b. Vice President (Shelith): No Report
  - c. Treasurer (Jose): As of 14 December 2023
    - i. Chase Account Balance: \$17,499.42
    - ii. PayPal Account Balance: \$2,277.25
    - iii. Total is \$19,776.67
  - d. Secretary (Mike): Items will be covered under New Business.
  - e. Past President (Jerry): No Report
  - f. Directors:

- i. Patrick Firman: No Report
- ii. Richard Hart: No Report
- iii. Brigitte Trembly: No Report
- iv. Jennifer Ward: No Report
- v. Jennifer Zakaras: No Report
- vi. Felipe Zavala: No Report

**V. Old Business:**

- a. 2023 Annual Training Conference Review – The Conference was a success, and a huge shout out to Jerry, Jose, Richard, and Felipe who stepped up and made sure the conference went very smoothly. The issues with the hotel were as follows:

The conference room was not set up, they were missing tables, and it was a struggle to get them to put the correct number of tables in there. The man from the first night said he had a 'note' that we were to have only one more table, when we needed four (4) more for the vendors.

The room was a mess because they set up the round tables for the attendees and they had not vacuumed from whatever event they had before. There was trash on the floors, from hair ties, wrist bands, wrappers, bottle caps to a shaker bottle with something in it, earrings, and flyers/paperwork from some weightlifting competition. The hotel was asked to vacuum and clean up Monday night, we were advised that they will get it cleaned that night.

The morning of the conference they had one girl start using a broom on the carpet at 8:05 am. At that point she was asked to just get the large trash and obvious things out of the conference room because everything was going to start at 8:30 am and there were already had attendees in the room.

The food that was served for lunch ran out about 20 minutes after it was served. It is unknown if they didn't prepare enough at the appropriate time and that is why everyone had to wait or if they just weren't going to serve the amount that was requested. Not only were there quite a few people standing in the hallway and waiting for food, but there were a lot of complaints about the food not being cooked thoroughly. Many people made the comment about the burgers being red in the middle, not slightly pink for a med/rare but full-on red.

The parking passes were supposedly given to the ICA 'Event Coordinator', however, all of the Board members that were there, were not given these parking passes. It was a mess trying to get them to make that right. Multiple times Board members went to the desk to ask them for the parking passes. When they were asked who the 'event coordinator' was they gave them to, they were unable to tell us who had the passes. Even though we brought the issue up multiple times it took them hours to finally get the passes.

People who had rooms reserved were made to wait due to rooms not being cleaned. It is understandable that they need to wait for people to vacate rooms to clean them and then fill them with new people, however, those rooms were reserved and should have been a priority to fill due to being reserved and blocked off for this conference event.

President Sheline spoke with the hotel on December 13<sup>th</sup> and made them aware of all the issues. The hotel advised that they provided an extra snack break at no cost to ICA for any issues experienced.

The Board had a short discussion about looking into a different type of venue for the next conference. Due to the cost of hotels being used to host the conference, the Board will investigate possibly having an agency host the conference at their facility and having food catered to the event. Further discussion on this topic will be held after the first of the year.

## **VI. New Business:**

- a. Bylaws Update – The Bylaws need to be reviewed and updated since this has not been done since 2015. A copy of the current Bylaws will be emailed out to all Board members for review. The Board will have a meeting after the first of the year to review and discuss needed changes.
- b. Secretary Position – There are two ICA members that have expressed interest in filling the position of Secretary. Mike will be sending a copy of a resume for one of the people interested in the position. The Directors are responsible for selecting who they want to appoint to fill the position.
- c. Resignations – Nicole Haase and Kevin Lyons have stepped down as Directors for ICA.
- d. ICA Directors Positions – The Directors positions are up for election/appointment this year. Currently, there are two (2) open positions for Directors. Anyone that does not wish to remain on the Board as a Director should notify the Board of their intent ASAP. There are possibly two (2) ICA members that could be interested in filling positions for

Directors.

**VII. Meeting Adjournment:** 16:38 Hours

- a. Motion to adjourn meeting:
  - i. Motion: Daniel Sheline
  - ii. Seconded: Richard Hart
  - iii. Unanimous Approval