

**MINNESOTA LAW ENFORCEMENT EXPLORING ASSOCIATION
DECEMBER 10, 2003 QUARTERLY MEETING
UNAPPROVED MINUTES**

- 1) Call to Order: Chair C. Manthei called the meeting to order at 1142AM. The following people attended: Chair Cory Manthei; Vice Chair Cheri Dexter; Treasurer Eddy Manthei; Secretary Jim Stromberg; DuWayne Dixon, MLEEA; Bob Reid, Viking Council; Jeanne Lawrie, Viking Council; Gary Cayo, Minnetonka PD; Jessica Ovall, Viking Council; and Elaine Sinn, Indianhead Council.
- 2) Approval of Agenda: The agenda was approved without changes. The motion was made by E. Manthei, seconded by E. Sinn, and approved unanimously.
- 3) Approval of Minutes: The minutes of September 10, 2003 meeting were approved. The motion was made by E. Manthei, seconded by E. Sinn, and approved unanimously.
- 4) Reports:
 - a) Board
 - i) Chair: C. Manthei talked with Kevin Keller about hosting future pistol matches at the Southwest Metro Training Facility. We were encouraged to check back in late-summer 2004. Everyone was reminded of the new MLEEA mailing address of 1951 Woodlane Drive, Woodbury, MN 55125. Thanks were expressed to posts from Plymouth, Eagan, Minneapolis, and St. Paul for helping at Max's Run. C. Manthei visited the Duluth Conference and found it well run. D. Dixon was asked to post the Duluth Conference's results on the MLEEA web page.
 - ii) Vice Chair: C. Dexter had no Vice Chair business to report.
 - iii) Treasurer: E. Manthei reported on the financial health of the association. He provided the attached Treasurers Report.
 - (1) It was suggested that we should advertise the scholarships we award in police journals. C. Manthei volunteered to write an article.
 - (2) E. Manthei reported that the MLEEA's version of QuickBooks was becoming obsolete and not compatible with our accountant's software. E. Manthei though he could update our software for \$200.00 to \$300.00.
 - (3) E. Manthei reported that our accountant advised an external audit of our books was not required and that an external audit would cost \$2,000.00 to \$2,500.00. B. Reid suggested the Association conduct an internal audit. D. Dixon

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Lynn Tellers
Eddy Manthei

**MIDWEST
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Gary Cayo
Cory Manthei

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introduced and G. Cayo seconded a motion to form a three-person Internal Audit Committee. The motion carried unanimously. G. Cayo, D. Dixon, and C. Dexter volunteered to serve on the committee.

(4) E. Manthei reminded the Board that all of the Association's financial records and many other records were on his personal computer. He suggested that the Association should consider purchasing its own computer before he retires from the board and moves out of town.

(5) E. Manthei informed the Board that our accountant is developing an Excel spreadsheet to help the Association track scholarship awards.

(6) E. Manthei reported that the Association's tax return will be signed today.

iv) Secretary: J. Stromberg had nothing to report.

b) Standing Committees

i) Funding Committee: E. Johnson reported for the Fundraising Committee. Donation requests were not mailed in October as previously reported. They will be mailed in January. There was much discussion about hosting an alumni dinner as a fundraiser. L. Johnson volunteered to spearhead this project and D. Dixon volunteered to assist.

ii) Scholarship Committee: E. Manthei addressed Scholarship Committee issues in his Treasurer's Report.

c) Special Committees

i) Midwest Conference Committee: G. Cayo and C. Manthei reported for the Midwest Conference Committee.

(1) Brian Tholen of Edina PD and Chris Oelkers of INS will run the new Witness Interview competition.

(2) Blue Cross Blue Shield's computer exploring post will assist MLEEA utilizing our new scheduling software.

(3) Competitions will probably be assigned to posts in a "roll call" style about 30 minutes before a team's competition.

(4) The conference theme will be: Securing Your Careers, Securing Your Nation.

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- (5) E. Sinn will coordinate work on the conference booklet. A draft will be due at the March meeting and its due date will be April 1, 2004.
 - (6) E. Johnson is working on a lead for a new Range location. E. Dixon suggested we print maps and make signs to direct people to the new location.
 - (7) G. Cayo and C. Dexter will look into utilizing orange traffic vests to identify all event judges.
 - (8) C. Dexter announced that 25 invitations were sent to potential Career Fair participants.
 - (9) The possibility of printing a BOLO newspaper for each day of the conference was discussed. Inviting members of the Pioneer Press' Explore Post was discussed.
 - (10) Don Cup applications will be sent with pre-registration paperwork in January.
- ii) Nationals Conference Committee: G. Cayo reported for the National Conference Committee. He has study guides available for any post interested. All posts are encouraged to pay off their Nationals Conference fee as soon as possible to secure their reservation. Get all forms in to the National Conference as soon as possible. The "Team, Pistol, and Competition" form is confusing and is easy to overlook—it is required to register your teams for competitions.
 - iii) Communications Committee: D. Dixon reported for the Communications Committee. The Yahoo Site is working well. Board members with MLEEA e-mails should be watchful for viruses.
- 5) Old Business:
 - c) B. Reid has a contact for the enclosed trailer purchase.
 - 6) New Business:
 - c) Bill Fish of the Minnesota Special Olympics was possibly going to make a presentation to the Board but he did not make it.
 - 7) Miscellaneous Items:
 - c) E. Sinn asked about t-shirts for explorers attending Nationals. She and G. Cayo will investigate.

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- d) The next meeting will be held on March 10, 2004 at a east metro location yet to be determined.
- 8) Adjourn: The meeting adjourned at 1:40PM (motion by C. Dexter, seconded by G. Cayo, and approved by all).

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