



California Probation, Parole and Correctional Association

Agenda & Meeting Notice

Annual Delegate Assembly

Renaissance Newport Beach, Newport Beach, CA – Wine Cellar Room

September 7th & 8th, 2022

- 1. Call to Order @ 1:00 pm – Wed., September 7, 2022 – Wine Cellar Room**
- 2. Roll Call of Chapters/Members Present**
- 3. Reading/Approval of the September 2021 Minutes**
- 4. Officers Report**
Michelle Merrill, CPPCA Executive Director
- 5. Resolutions:**
- 6. Old Business:**
- 7. Recess**
- 8. Reconvene if necessary: Thurs., September 8, 2022, Call to Order @ 9:00 a.m.: Wine Cellar**
- 9. Roll Call**
- 10. Resume any discussion/action on resolutions**
- 11. Recess**
- 12. Reconvene @ 3:00 pm- Annual Business Meeting – Wine Cellar**
- 13. New Business**
- 14. Adjourn to TBD 2023**

CPPCA Delegate Assembly Meeting Minutes
Virtual Conference – Tuesday, September 21, 2021

1. Call to Order @ 12:00 pm – **Tues., September 21, 2021** – Zoom Room by M. Regan (Kern Co.)

M. Borcky (Kern Co.) 2nd

2. Roll Call of Chapters/Members Present

Michael Regan – Kern Co

Michele Borcky – Kern Co

Cassandra Floyd Branch – LA Co

Carol Mays – LA Co

Daniel Saldana – Kern Co

Cecil Smith – San Bernadino Co

Angela Walker – LA Co

LaTonya Nelson – LA Co

Michelle Merrill – CPPCA Exec Board Rep

3. Reading/Approval of the September 2019 Minutes

Michael Regan – Delegate Chair motion to approve meeting minutes. Cecil Smith – San Bernadino Co. called to have LA Co changed next to name for pages 3, 8, 9, 10 and 11. Noted and minutes to be changed.

4. Officers Report Michelle Merrill, CPPCA Executive Director

M. Merrill shared Officers Report and screen shared the reports, and will email copy out to delegates following conference. Conference 2020 was online training series from 9/20-11/20 and seemed very successful.

CPPCA membership has dropped to 680 members

DAPO to hope to add more members

Applied for Economic Injury Disaster Loan – Denied

160 paid attendees for this years Virtual Training Conference

2022 Conference will be in person in Newport Beach

Work on getting members – each county

Discussed charges on statement to date – money in and money out

5. Resolutions: None

6. Old Business: No Old Business for agenda

Opened up for the floor for discussion:

CPPCA Delegate Assembly Meeting Minutes
Virtual Conference – Tuesday, September 21, 2021

M. Merrill asked to return to zoom for questions.

A. Walker (LA Co) – Question to M. Merrill on DAPO / M. Merrill clarified was a discretion whether agents had to pay their own dues & be reimbursed from DAPO / would be rectified at DAPO meeting.

M. Regan (Kern Co.) resumed open discussion with just delegates present in zoom.

All delegates agree we have work to do with getting new members and securing memberships.

Next delegate meeting we will need to vote on a new delegate chair

Sgt. At Arms position questioned on term. – Confirmed it is 2 year position no new Sgt. Till January

Motion move to recess M. Regan (Kern Co.) – A. Walker (LA Co.) 2nd

7. Recess 1:45pm : Reconvene if necessary: Friday, September 24, 2021

California Probation, Parole and Correctional Association
Balance Sheet
As of August 31, 2022

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 Banner Bank	0.00
1001 NY Life Securities - Cash	0.00
1002 US Bank	147.15
1003 Banner Bank - Conference	0.00
1004 US Bank - Conference	10,063.48
Total Bank Accounts	\$ 10,210.63
Accounts Receivable	
1200 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1299 Undeposited Funds	0.00
1500 Prepaid Expense	30,000.00
Uncategorized Asset	0.00
Total Other Current Assets	\$ 30,000.00
Total Current Assets	\$ 40,210.63
TOTAL ASSETS	\$ 40,210.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	36,600.00
Total Accounts Payable	\$ 36,600.00
Credit Cards	
2002 US Bank - Credit Card	0.00
US Bank Central Bill Account - 7480	3,678.46
Total Credit Cards	\$ 3,678.46
Other Current Liabilities	
2005 Deferred Professional Dues	0.00
2006 Deferred Retired Member Dues	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	\$ 40,278.46
Total Liabilities	\$ 40,278.46
Equity	
3001 Opening Bal Equity	9,357.21
3010 Unrestrict (retained earnings)	-87,565.33
3050 General Fund	66,345.55
3051 Rounding	0.00
Total 3050 General Fund	\$ 66,345.55
Net Income	11,401.97

Total Equity

- \$ 460.60

TOTAL LIABILITIES AND EQUITY

\$ 39,817.86

Saturday, Sep 03, 2022 07:07:15 PM GMT-7 - Accrual Basis

California Probation, Parole and Correctional Association
Budget vs. Actuals: 2022 Annual Budget - FY22 P&L
 January - December 2022

	Total		
	Actual	Budget	over Budget
Income			
4000 Dues Income			0.00
4002 Professional Dues	31,780.60	65,000.00	-33,219.40
4005 Retired Member Dues		350.00	-350.00
Total 4000 Dues Income	\$ 31,780.60	\$ 65,350.00	-\$ 33,569.40
4020 Conference			0.00
4024 Attendee - Revenue	32,343.80	105,000.00	-72,656.20
4026 Sponsor - Revenue		15,000.00	-15,000.00
4027 Exhibitor - Revenue	6,657.35	28,000.00	-21,342.65
4028 Raffles/Live-Silent Auction		1,500.00	-1,500.00
4030 Promopiece & Postage		1,000.00	-1,000.00
Total 4020 Conference	\$ 39,001.15	\$ 150,500.00	-\$ 111,498.85
4100 Regional Trainings		2,000.00	-2,000.00
Total Income	\$ 70,781.75	\$ 217,850.00	-\$ 147,068.25
Gross Profit	\$ 70,781.75	\$ 217,850.00	-\$ 147,068.25
Expenses			
5000 Dues and Membership		500.00	-500.00
5020 Regional Trainings Expense		1,500.00	-1,500.00
5035 Conference Expenses			0.00
6000 Food & Beverage		75,000.00	-75,000.00
6001 Raffle Giveaway		800.00	-800.00
6002 Tote Bags/Name Badges	185.22	5,000.00	-4,814.78
6003 Audio/Visual		6,000.00	-6,000.00
6004 Awards		1,100.00	-1,100.00
6005 Entertainment		1,500.00	-1,500.00
6006 Trainer / Board of Directors		4,000.00	-4,000.00
6007 Staff Travel	288.37	1,500.00	-1,211.63
6008 Printing/Signs	101.10	6,000.00	-5,898.90
6010 Speaker Gifts		300.00	-300.00
6011 Vendor Booth Decorator		5,000.00	-5,000.00
6012 Miscellaneous Supplies	463.71	600.00	-136.29
6013 Prior Year Expenses	15,500.00		15,500.00
Total 5035 Conference Expenses	\$ 16,538.40	\$ 106,800.00	-\$ 90,261.60
5045 Board			0.00
5046 Meeting Cost		600.00	-600.00
5047 Room and Travel		400.00	-400.00
Total 5045 Board	\$ 0.00	\$ 1,000.00	-\$ 1,000.00
5050 Website	275.88	300.00	-24.12
5060 Legislative Activities			0.00
5061 Contractor	4,000.00	48,000.00	-44,000.00
5062 Misc. Legislative Activities		300.00	-300.00

Total 5060 Legislative Activities	\$	4,000.00	\$	48,300.00	-\$	44,300.00
5070 Administrative						0.00
5072 Office Expense		1,252.80		2,050.00		-797.20
5073 Staff Services Contract		36,000.00		54,000.00		-18,000.00
5075 Bus/comm. Meetings				100.00		-100.00
5076 Insurance/Business		990.10		1,200.00		-209.90
5078 Accounting/Audits				1,300.00		-1,300.00
5079 Board/Leadership				500.00		-500.00
Total 5070 Administrative	\$	38,242.90	\$	59,150.00	-\$	20,907.10
5090 Tax and Insurance						0.00
5091 Franchise Tax & Insurance				10.00		-10.00
Total 5090 Tax and Insurance	\$	0.00	\$	10.00	-\$	10.00
5095 Merchant Fees/Bank Charges		311.53				311.53
Total Expenses	\$	59,368.71	\$	217,560.00	-\$	158,191.29
Net Operating Income	\$	11,413.04	\$	290.00	\$	11,123.04
Net Income	\$	11,413.04	\$	290.00	\$	11,123.04

Saturday, Sep 03, 2022 07:18:19 PM GMT-7 - Accrual Basis



California Probation Parole and Correctional Association
 89th Annual Training Conference & Vendor Show
 Embracing Change & Transformation in Community Corrections

PRELIMINARY REPORT
 (as of September 3, 2022)

Registration (as of 9/03/22)

Regular attendees:	213
Delegates (invited):	
JJDP Commissioners:	15
Speakers:	21
VIP's:	5
Exhibitor Reps:	29
Total:	263

Sponsors: 2 Silver, 2 training, 1
 President's Reception (\$7,500)
Exhibitor Tables: 14 (\$19,210)

Training (STC Cert.#04762529)
 Total: 24 hours STC

Largest amt. attendees – 70 Los Angeles
 35 DAPO
 28 San Bern

Opening Ceremonies

Colorguard, Soloist, Invocation, Chief
 Reece, DAPO Director Viera Rosa, BSCC
 Keynote Baron Warren, National Speaker &
 Author

Conference Budget 2022	Total	Actual
Income		
4020 Conference		
4024 Attendee - Revenue	105,000.00	77,794.20
4026 Sponsor - Revenue	15,000.00	7,500.00
4027 Exhibitor - Revenue	28,000.00	19,210.00
4028 Raffles/Live-Silent Auction	1,500.00	1,500.00 Est.
4030 Promopiece & Postage	1,000.00	
Total 4020 Conference	\$ 150,500.00	\$ 106,004.20
4100 Regional Trainings	2,000.00	
Total Income	\$ 152,500.00	\$ 106,004.20
Gross Profit	\$ 152,500.00	\$ 106,004.20
Expenses		
5000 Dues and Membership	500.00	
5020 Regional Trainings Expense	1,500.00	
5035 Conference Expenses		



6000 Food & Beverage	75,000.00	75,055.00	
6001 Raffle Giveaway	800.00		
6002 Tote Bags/Name Badges	5,000.00	2,300.00	
6003 Audio/Visual	6,000.00	7,537.99	
6004 Awards	1,100.00	552.00	
6005 Entertainment	1,500.00	0.00	
6006 Trainer / Board of Directors	4,000.00	6,684.35	
6007 Staff Travel	1,500.00	780.00	
6008 Printing/Signs	6,000.00	5,000.00	
6010 Speaker Gifts	300.00	0.00	
6011 Vendor Booth Decorator	5,000.00	0.00	
6012 Miscellaneous Supplies	600.00	529.97	WIFI
Total 5035 Conference Expenses	\$ 106,800.00	\$ 98,439.31	
Total Expenses			
Net Operating Income	\$ 152,500.00	\$ 7,564.89	
Net Income	\$ 152,500.00	\$ 7,564.89	

Management Report

September 6, 2022

I. Membership

The membership database was audited and membership has increased to about 883 members. We've received more renewals with the Annual Training Conference and including a member / non-member rate. We need to continue to promote the importance of membership to colleagues, core trainings and department leadership. Staff continues to seek a benefit package that will satisfy the need for discounts and savings on products and services for members and not be too costly for CPPCA.

Staff has been working on preparations for annual training conference by securing speakers, reaching out to exhibitors and email marketing the upcoming training conference. The training topics are exceptional this year and we've had a great pick up of sponsors and vendors.

Conference Update (See Preliminary Report)–

Attendees – 213

Exhibitors – 14

Sponsors - 4

Financial

The current CPPCA financials are provided in the board of directors packet. Staff continue to seek additional revenue streams. Finances continue to be extremely lean. The current accounts payable are included in the packet. Staff has also submitted a revised contract for a reduced fee in an attempt to pay back WPSS Group.

II. Association Communications:

Staff has been marketing the conference via email campaigns and on Facebook.

CPPCA.org

CPPCA staff provides regular updates to the website.

Correctional News

CPPCA editorial calendar – Target is to be delivered monthly via ezine format -

Editorial Plan

<u>Issue</u>	<u>Content</u>	<u>Submission and Eblast Schedule</u>
January 2023	Winter Edition – Conference presenters / Sponsorship / Exhibit opportunities.	January 25, 2023
February 2023	Meet the Board	February 24, 2023
March 2023	Announcement for Conf.	March 30, 2023
April 2023	E-zine with regular articles.	April 21, 2023
May 2023	Online Conference marketing, membership information update and	May 26, 2023

	conference	
June 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	June 29, 2022 - Ezine
July 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	-Content due to staff no later than July 15, 2022.
August 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	August 19, 2022 - Ezine
September 2022	Online Conference Marketing, Ability to renew / pay for membership and three news stories will be presented.	September 16, 2022 - Ezine
October 2022	Online Training offerings	October 21, 2022 - Ezine
November 2022	Fall Edition – news	November 18, 2022 - Ezine
December 2022	Holiday Edition – news	December 16, 2022 - Ezine

MEMBERSHIP REPORT

As of September 2022

Associate Membership – 10

JJ/DP Commission Membership – 12

Lifetime Membership – 41

Non-Member Mailing List Only – 3

Professional – Deduction – 662

Professional – Quarterly – 2

Professional – Regular – 44

FULL PAID MEMBERS – 708 + 66 = 774

Professional – Retired - 6

Student Membership – 50

TOTAL MEMBERS – 830



Delegate Resolution Form

Delegate: _____

Chapter: _____

Date: _____

Resolution: _____

Background (enter in supporting information here): _____

Motion: _____

Seconded: _____

Yes: _____ No: _____ Abstain: _____

CPPCA Strategic Plan

Adopted June 2, 2015

Mission Statement

The mission of the California Probation, Parole and Correctional Association (CPPCA) is to:

- Promote the professionalism of corrections practitioners
- Support research and evidence based practices relevant to corrections
- Advocate on behalf of corrections to law makers and policy makers
- Educate the public on issues vital to corrections
- Provide education and a supportive network to its members and corrections professionals

Vision Statement

CPPCA is a statewide network of corrections professionals serving as a vital voice for advancing correctional practices and promoting excellence in education, legislative advocacy & public safety.

Core Values

Serving with humility

Acting without prejudice

Upholding the law with dignity

Being objective in the performance of duties

Respecting the rights of all persons

Holding inviolate those confidences reposed

Cooperating with fellow colleagues and related agencies

Aware of responsibilities to the individual and to the community

Improving professional standards through continual education

Strategic Goals

Membership: Increase the value and awareness of CPPCA to grow membership.

Education: Develop, offer and promote professional development and educational opportunities to build leaders within the field of corrections.

Advocacy: Advocate for the field of community corrections, corrections policies and corrections professionals.