

Minutes of the 2016 BOD Annual Meeting

Submitted by Ted M. Burkes

The ABFDE Board of Directors met for their Annual Meeting May 20th through the 21st, in Houston, TX. Present were: Vice President Lisa Hanson, Secretary Ted Burkes, Treasurer Jim Green, Rick Horton, Jim Josey, Gary Licht, Linda Mitchell, Farrell Shiver, and Andy Szymanski. President Rosalind Spencer, Bonnie Beal, Sean Espley, and Tom Riley were unable to attend.

The 2015 BOD Meeting Minutes were unanimously approved. (Motion by Jim Josey, Second by Rick Horton)

Treasurer's Report – Jim Green

The following comments relate to fiscal activities from April 1, 2015 to March 31, 2016.

Filing of IRS 990-EZ:

Income and expense information was provided to the Hobbs Group to facilitate the preparation of the 2014 "Return of Organization Exempt From Income Tax" form. Allyson DeHart, an accountant with The Hobbs Group, filed the form on the Board's behalf in February, 2015. Total revenue for the dates above, was \$26,836.

Payment in the amount of \$100.00 was made to the Hobbs Group on December 22, 2015 for the filing action.

Department of Consumer and Regulatory Affairs (DCRA):

The appropriate form (BRA-25) was completed 2014. The submission is required every other year, but was not filed in 2014. Farrell Shiver noted the discrepancy. The form was subsequently submitted with corrected contact information given to the District of Columbia Treasurer. The form and payment, in the amount of \$210.00, was submitted on 8/3/15.

B of D Liability Insurance – CNA Insurance Company:

A payment in the amount of \$ 2,839.00 was made to CNA Insurance Company on April 13, 2016. The premium was \$198.00 less than the prior year.

Ames Fund:

During the past year, interest earned from our CD in the amount of \$3.35 was added to the prior balance, for current total of \$4,603.20. As a reminder, the Ames account is not a separate fund; it is simply a dedicated balance that currently exists in the regular checking account.

Diplomate payments for dues:

2014 – 2015 dues payments totaled \$28,056.84. The amount was down \$2,211.08 from the prior year due to additional retirements.

ACT Validation services:

No payments were made to ACT during the past year for their validation services.

Application fees received:

During the year period selected, \$992.45 was received with new applications.

District of Columbia representation:

Payment in the amount of \$106.64 was made to the Corporate Service Company on December 27, 2015 to maintain statutory representation in D.C. (Our corporation documents were originally filed in D.C.)

FSAB Accreditation:

A payment was made to FSAB in the amount of \$833.00 on February 4, 2016.

Hilton 2nd Edition Sales:

Royalty income in the amount of \$248.06 was received on April 6, 2015.

Bank Account balances (3/31/16):

CD:	\$ 7,585.22	(Currently earning .04% interest. Expires 11/14/16.)
Savings:	\$ 324.40	(Interest accumulates at .01 per month.)
Regular Checking:	\$ <u>20,742.88</u>	
Total:	\$ 28,652.50	

The two most recent Profit and Loss Statements are provided below.

Annual Review of Records:

A review of records was conducted. Documents and digital files no longer of value were respectively shredded or deleted.

ABFDE
Profit & Loss
 April 2014 through March 2015

	Apr '14 - Mar 15
Ordinary Income/Expense	
Income	
Application Fee	1,227.35
Hilton 2nd Edition	
Hilton 2nd Edition Sales	222.15
Total Hilton 2nd Edition	222.15
Membership Dues	26,635.27
Total Income	28,084.77
Expense	
ABFDE B of D 2008	
ABFDE BoD Mtg 2015	
Travel	3,923.78
ABFDE BoD Mtg 2015 - Other	2,000.00
Total ABFDE BoD Mtg 2015	5,923.78
Total ABFDE B of D 2008	5,923.78
ABFDE BoD Mtg 2014	
Airfare	1,439.41
Airfare & Travel	1,132.31
Director dinner	226.75
Meals	391.53
ABFDE BoD Mtg 2014 - Other	2,976.33
Total ABFDE BoD Mtg 2014	6,166.33
Accounting Fees	80.00
Administration	6,745.58
Bank Fees	53.87
Equipment	2,312.51
FSAB	833.00
Insurance - nonemployee	6,041.00
Office expense	294.58
Overpayment	250.00
Plaques	188.79
Postage and Delivery	308.89
Statutory Rep.	103.54
STOP PAYMENT	-449.21
Total Expense	28,852.66
Net Ordinary Income	-767.89
Other Income/Expense	
Other Income	
Donation	1.00
Interest Earned	0.11
Total Other Income	1.11
Net Other Income	1.11
Net Income	-766.78

ABFDE
Profit & Loss
 April 2015 through March 2016

	Apr '15 - Mar 16
Ordinary Income/Expense	
Income	
Application Fee	992.45
Hilton 2nd Edition	248.06
Membership Dues	25,845.76
Refund	-250.00
Total Income	26,836.27
Expense	
ABFDE B of D 2008	
ABFDE BoD Mtg 2015	
Meals	1,923.01
Travel	2,677.64
ABFDE BoD Mtg 2015 - Other	4,252.91
Total ABFDE BoD Mtg 2015	8,853.56
Total ABFDE B of D 2008	8,853.56
ABFDE BofD 2016	
Airfare	2,961.85
Hotel Rooms	2,642.50
Total ABFDE BofD 2016	5,604.35
Administration	6,781.01
Bank Fees	33.41
FSAB Maintenance Fee	833.00
Legal Fees	1,044.50
Office expense	135.59
Postage and Delivery	1,124.71
Professional Services fees	100.00
Reimbursement	341.20
Statutory Rep.	213.28
Travel	442.20
Voided	0.00
Total Expense	25,506.81
Net Ordinary Income	1,329.46
Other Income/Expense	
Other Income	
Interest Earned	0.12
Total Other Income	0.12
Net Other Income	0.12
Net Income	1,329.58

Credentials Report – Ted Burkes

One candidate was passed to the Testing Committee during this reporting period.

No applicants failed to pass the Credentials process during this reporting period.

Four applicants are still in the Credentials process.

A review of the applicant records has been conducted, to ensure that confidential documents have been filed appropriately or destroyed, and all candidate files are complete.

Continuing Education Committee Report – Andrew Szymanski

The following workshops were approved for recertification points:

Sponsoring Org.: American Society of Questioned Document Examiners
Workshop Name: Characteristics of Fountain Pen Writing
Workshop Date: August 11, 2015 **Location:** Toronto, Ontario, CA
Points Awarded: 6

Sponsoring Org.: American Society of Questioned Document Examiners
Workshop Name: Principles of Examination of Arabic Signatures
Workshop Date: August 12, 2015 **Location:** Toronto, Ontario, CA
Points Awarded: 3

Sponsoring Org.: Midwestern Association of Forensic Scientists
Workshop Name: The Forensic Examination of Electronic Signatures
Workshop Date: September 21, 2015 **Location:** Mackinac Island, MI
Points Awarded: 6

Sponsoring Org.: Midwestern Association of Forensic Scientists
Workshop Name: Getting the Most Out of Your Video Spectral Comparator
Workshop Date: September 22, 2015 AM **Location:** Mackinac Island, MI
Points Awarded: 3

Sponsoring Org.: Midwestern Association of Forensic Scientists
Workshop Name: The Examination of Documents Requiring a Multi-Faceted Approach
Workshop Date: September 22, 2015 PM **Location:** Mackinac Island, MI
Points Awarded: 3

Sponsoring Org.: Midwestern Association of Forensic Scientists
Workshop Name: Evaluating Signatures: What Matters?
Workshop Date: September 23, 2015 AM **Location:** Mackinac Island, MI
Points Awarded: 3

Sponsoring Org.: Midwestern Association of Forensic Scientists
Workshop Name: The Application of Questioned Document Examinations to the Analysis of Valuable Signatures and Other Antiques
Workshop Date: September 23, 2015 PM **Location:** Mackinac Island, MI
Points Awarded: 3

Sponsoring Org.: American Academy of Forensic Sciences
Workshop Name: Measuring Frequency Occurrence in Handwriting and Hand Printing Characteristics
Workshop Date: February 22, 2016 **Location:** Las Vegas, NV
Points Awarded: 6

Sponsoring Org.: Southeastern Association of Forensic Document Examiners
Workshop Name: Difficult Signature Examinations
Workshop Date: April 21, 2016 **Location:** Duluth/ Atlanta, GA
Points Awarded: 3

Sponsoring Org.: Southeastern Association of Forensic Document Examiners
Workshop Name: Photoshop Actions for Document Examiners
Workshop Date: April 21, 2016 **Location:** Duluth/ Atlanta, GA
Points Awarded: 3

Sponsoring Org.: Australasian Society of Forensic Document Examiners Inc.
Workshop Name: Genuine, Disguised, & Simulated Signatures Kinematics Of Handwriting Examination Of Formal And Informal Signatures
Workshop Date: April 27, 2016 **Location:** Sydney, Australia
Points Awarded: 6

Sponsoring Org.: Australasian Society of Forensic Document Examiners Inc.
Workshop Name: Ink Analysis And Document Dating – Capabilities And Limitations
Workshop Date: April 28, 2016 **Location:** Sydney, Australia
Points Awarded: 3

Sponsoring Org.: Australasian Society of Forensic Document Examiners Inc.
Workshop Name: Advanced Photoshop Techniques For Document Examiners – Part I and Part II
Workshop Date: April 28-29, 2016 **Location:** Sydney, Australia
Points Awarded: 6

FSAB Committee Report – Ted Burkes

The reaccreditation package is completed and will be submitted by the end of the May, 2016. FSAB is aware of the reason for the delay.

The annual report was submitted to FSAB, dated March 16, 2016.

Public Relations Committee Report – Gary Licht

Nothing has been sent out since the Texas White Paper and ABFDE Position Letter was mailed to all Attorney Generals in the United States and Territories.

Recertification Committee Report – Rick Horton

The Recertification Committee consists of the following members: Chairman Rick Horton, Manager Jim Josey (A-F), Manager Sean Espley (G-L), Manager Tom Riley(M-R) and Manager Andy Szymanski (S-Z).

Historian – Ted Burkes

The 2015 Board of Directors Meeting Minutes and Newsletters have been archived.

Testing Committee Report – Lisa Hanson

This report covers the period beginning May 2, 2015 and ending May 20, 2016.

Status of Candidates for Certification

New Diplomates

Three (3) candidates successfully completed the certification testing program and achieved Diplomate status.

1. Michelle Novotny (our second Australian!!)
2. Kevin Kulbaki
3. George Virgin (received unanimous vote approval from Directors at the meeting)

Current Candidates

There are eleven (11) candidates currently in the testing process.

Candidates Withdrawn from Testing

There were not any Candidates that withdrew

Performance Characteristics

In accordance with FSAB standards, there will be “Performance Characteristics” and “Current Status of Each Candidate” spreadsheets submitted before the end of May. The statistics will be maintained to record and track the performance of testing candidates during the various phases of the certification examination process.

Oral Examination

Three (3) Oral Examinations have been conducted resulting in three (3) passing evaluations.

Future Testing

Zero Candidate(s) eligible to take the Written Exam

One Candidate eligible to taken the Practical Examinations

One Candidate is able to request their Practicals after their three month wait

One Candidate is presently taking their Practicals

Three Candidates are eligible to participate in the Oral Examination Phase

A Testing Committee Oral Examination Panel will be available during the upcoming Annual ASQDE Conference in anticipation of Candidates who may qualify during the next four months.

Written examinations and Oral examinations will be offered at all upcoming national and regional meetings in accordance with the needs of the candidates and the availability of ABFDE Directors.

Annual Review of Records

A review of records was conducted. Both digital and paper copies of the Testing Committee Annual Report are on file for future reference. Extraneous notes, documents and digital files have been shredded or deleted.

ABFDE Professional Review – Lisa Hanson

There were no Professional Reviews requested during the past year.

Secretary Report – Ted Burkes

On August 5, 2015, the BOD was asked to vote on whether or not to accept Ted Burkes as a Director, and a majority affirmative vote was reached.

On August 9, 2015, the BOD was asked to vote on whether or not to award candidates Kevin Kulbacki and Michelle Novotny Diplomat status. A majority affirmative vote was reached.

On August 26, 2015, the BOD was asked to vote on whether or not to accept Linda Mitchell as a Director, and a majority affirmative vote was reached.

On January 21, 2016, the BOD was asked to vote on Ted Burkes to complete the term of Secretary Bonnie Beal, who was stepping down from the Secretary's job for personal reasons. A majority affirmative vote was reached.

Nominations – (Written report by Bonnie Beal)

Several candidates were suggested as worthy of consideration for Directors. The Chair of the Nominations Committee contacted those identified. Of these, four confirmed their interest in serving on the Board of Directors, and their names were forwarded to the President for further consideration.

This concludes the Committee reports.

OLD BUSINESS

ACT – Tom Riley

Director Riley has been in contact with Cindy Hill of ACT. Ms. Hill assisted with the 2010 Test Blueprint Development Project. She has advised him that ACT no longer has a licensure/certification area. They discussed planning for test updates and Ms. Hill advised that while the area is near and dear to her heart, and she was willing to be a resource, she could not assist with the update.

Ms. Hill advised that the test blueprint developed in 2010 is due for a review/update. She recognized that many areas of QD haven't changed since 2010, so she thought this task would be a reasonably simple undertaking, with any updates in tasks being added, mapping the test questions to the blueprint and developing plans for test versions.

Ms. Hill recommended a former ACT employee who has established a consulting agency in this area, Eric Vincent. Mr. Vincent has established his own consulting company and he is well versed in test blueprint preparation, validation and all related topics.

Director Riley spoke with Eric and he gave him a rundown of the consulting services his company provides, which include the various items included in the process of test validation. Mr. Vincent appeared very well informed and spoke in detail about the process of test blueprint and test development.

When asked about price, Mr. Vincent stated his company's services are cheaper than ACT because they are a much smaller operation. His guess was in the \$35,000 - \$70,000 cost range, depending upon our needs, but he stressed that this was just a guess. He asked for a copy of the report on the 2010 Test Blueprint, which would allow him to estimate much more effectively.

Director Riley requested guidance from the Board. Does the Board want him to obtain a more detailed estimate by providing Mr. Vincent a copy of the 2010 Blueprint Development Meeting? Or is there some other avenue that the Board wishes to pursue?

The Board recommended that Director Riley obtain the estimate from Mr. Vincent.

Training Syllabus Update – Gary Licht

This work is still in progress. Director Licht discussed the issues with off-the-shelf software programs. He is in contact with someone who is willing to update the software needed by the ABFDE at a very low cost.

OSAC Update – Gary Licht

Director Licht discussed the activities and difficulties in creating the Organization of Scientific Area Committees (OSAC) process, particularly with regard to the Legal Resource Committee. There are several draft standards being worked on. The Forensic Document Examination subcommittee has decided to publish through the newly established Academy Standards Board (ASB).

Recertification - Rick Horton

The update to the new Recertification SOP is missing from the website. It lowered the number of years that a Recertification Manager needs to retain of a Diplomates file. He will attempt to locate the newest version and provide it to the Secretary.

NEW BUSINESS

Newsletter Issues – Linda Mitchell

Newsletter editor discussed the difficulty in finding material for a newsletter when so much is available through the DocExam list or other electronic media. It was determined that the ABFDE Newsletter would drop from three issues a year to two issues a year. There was also a discussion suggesting possible Newsletter articles.

Receiving Points for Vendors Coming to the Lab – Jim Josey

Recertification Manager Josey raised the issue that he has had several requests for recertification points for a vendor coming to a laboratory and demonstrating instrumentation. The BOD discussed

this issue and could see some value in awarding points on a case by case basis, depending on the amount of time involved and extensive amount of training required by the vendor to the Diplomate.

Rakoff Opinion - Almeciga v Center for Investigative Reporting – All

A discussion was held regarding the Almeciga v Center for Investigative Reporting decision. It was determined that no action would be taken by the ABFDE at this time.

Reorganization of the Testing Committee – Lisa Hanson

Testing Committee Chair Lisa Hanson discussed the need to reorganize the Testing Committee, especially in lieu of the number of applicants currently in the testing phase, as well as the potential for additional applicants as a result of any National Commission of Forensic Science recommendation(s). She moved that the BOD will consider a reorganization of the Testing Committee to expand participation and management of committee members. Rick Horton seconded. It was passed unanimously. Her vision was that it would be similar to the Recertification Committee, with three Directors as managers of the applicants. The need for additional practicals was again discussed. She will write up a proposal and modify the SOP's accordingly.

SWGDOC Generic Training Guide – Gary Licht, Ted Burkes, Andy Szymanski

The Training Manual that SWGDOC has been working on has been taken up by the OSAC Forensic Document Examination subcommittee. This manual has been drafted to be taken up by an examiner who finds that s/he has a trainee and needs to build a training program. It will be seen in the future through an OSAC or ASB venue.

Committee Project Assignments – Lisa Hanson

ACT Project – Tom Riley

Continuing Education – Andy Szymanski, Farrell Shiver

Credentials – Ted Burkes, Bonnie Beal, Jim Josey, Farrell Shiver

Nominations – Bonnie Beal

Public Relations – Gary Licht, Jim Josey

Recertification – Rick Horton, Sean Espley, Linda Mitchell, Tom Riley, Andy Szymanski

Rules and Procedures – Farrell Shiver, Gary Licht

ABFDE Syllabus – Gary Licht

Test Preparation and Validation – Lisa Hanson, Rick Horton

Testing – Lisa Hanson, Rick Horton, Tom Riley

Workshop – Sean Espley, Tom Riley, Andy Szymanski

Newsletter Editor – Linda Mitchell

FSAB – Ted Burkes

Historian – Ted Burkes

FSAB Changes – Ted Burkes

FSAB Committee Chair Ted Burkes was notified via e-mail, by FSAB President Tom Bohan, that a letter was being sent outlining an upcoming change to FSAB requirements. The letter had not been received as of the time of the BOD meeting. Subsequent to the meeting, the letter, dated May 25, 2016, was received, consisting of the following text:

In accord with ISO/IEC 17011 -the premier international standard for CAB-accrediting boards- the FSAB is adopting on-site evaluations as a regular part of its accreditation responsibilities.

The trial site-visit carried out by an FSAB team at the ABFT headquarters this past November was part of the preparation being made for the new program. In addition to periodic visits to all the CABs, a visit will be made to each CAB filing an accreditation or reaccreditation application subsequent to January 1, 2017. Each visit, the lodging and travel cost of which will be borne by the CAB visited, will be made by two FSAB Directors at a location chosen by the CAB. At that location, the CAB will assemble all of the documents needed for the review. The document posted at http://thefsab.org/files/FSAB_Site_Visit_Protocol_20160523.docx, meant to serve as a guide to documents required as well as to the protocol for the visit, will be put in final form after the FSAB receives suggestions from the CABs. In addition to submitting suggestions, please answer the following questions based on the assumption that an FSAB visit to your CAB will take place in 2016 or 2017.

- 1) At what location would you like the visit to take place?
- 2) Are all your CAB's documents stored at that location? If not, where are they stored? If they are not all in electronic form, where are the paper documents located?
- 3) If it would be especially difficult for your CAB to meet the document-presentation needs indicated on the enclosed list, what alternatives do you suggest?
- 4) Which months would be most convenient to your CAB for the visit?
- 5) Please identify by organizational titles the persons from your CAB you would want present during the visit.

Clarification was requested regarding whether or not the ABFDE was subject to a site visit in the next year. FSAB President Bohan responded that we would not be subject to a site visit for another two to four years.

A response to the questions will be sent at a later date.

A discussion was held as to what records were being kept at the Houston office, and whether or not older records could be digitized. Director Rick Horton stated that he would draft a document indicating what needs to be in the files in Houston, and contact Anne Roper at the Admin office regarding what she is doing in maintaining Diplomate files.

Dues Increase – Jim Green

A discussion was held regarding a dues increase. To the collected recollection of those present, it had been ten years or so since the last dues increase. With the increase in FSAB expenses, as well as other increases in conducting the Board's business, it was thought that a dues increase was in order. It was decided to hold off on the increase at this time, but that the Diplomates could expect a modest dues increase to be addressed at next year's BOD meeting.

Election of Directors – Lisa Hanson

Director Jim Josey was scheduled to rotate off of the Board after having served two four year terms. Linda Mitchell moved that Miriam Angel and Katherine Schoenberger be chosen to run in the next election for the vacant position. Rick Horton seconded, and it was passed unanimously.

At his point, Vice President Lisa Hanson received an e-mail from President Rosalind Spencer that due to personal reasons she was resigning both as President and as a Board Member.

In discussing the vacancy, Vice President Lisa Hanson stated that for personal reasons, she could not step up to be the President, but was willing to continue as Vice President. It was determined that

if Director Josey completed President Spencer's term as President, his staying on the Board to fulfill the vacancy would be allowed by the ABFDE bylaws.

Ted Burkes moved that Jim Josey be elected to complete the term of President of the Board for Rosalind Spencer. Gary Licht seconded. It was passed unanimously.

Website

After discussing possible issues with the website, it was decided that the BOD should have a single point of contact for insuring that appropriate documents and information be passed on to the Leavers for inclusion on the website. Ted Burkes moved that Bonnie Beal become the Website point of contact. Andy Szymanski seconded. It was passed unanimously.

Next Meeting

The next meeting will be in Houston, TX. March 24-26, 2017 was decided on as the dates.

Ted Burkes moved to adjourn. Gary Licht seconded. It passed unanimously.