

Minutes of the 2017 BOD Annual Meeting

Submitted by Ted M. Burkes

The ABFDE Board of Directors met for their Annual Meeting March 24th through the 26th, in Houston, TX. Present were: President Jim Josey, Vice President Lisa Hanson, Secretary Ted Burkes, Treasurer Jim Green, Miriam Angel, Bonnie Beal, Gary Licht, Linda Mitchell, Tom Riley, Farrell Shiver, Katherine Schoenberger, and Andy Szymanski. Sean Espley, Rick Horton and Todd Welch were unable to attend.

Motion to adopt the Agenda as published was unanimously passed (Motion by Burkes, Second by Riley).

The 2016 BOD Meeting Minutes were unanimously approved after a correction was made regarding an item being placed on last year's agenda by Bonnie Beal (she was not involved in that item). (Motion by Riley, Second by Szymanski)

Treasurer's Report – Jim Green

The following comments relate to fiscal activities from January 1, 2016 to December 31, 2016.

Filing of IRS 990-EZ:

Income and expense information was provided to the Hobbs Group to facilitate the preparation of the 2015 "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, 2016.

Department of Consumer and Regulatory Affairs (DCRA):

The appropriate form (BRA-25) was not completed in 2016. The submission is required every other year and was updated in 2015.

B of D Liability Insurance – CNA Insurance Company:

A payment in the amount of \$2,839 was made to CNA Insurance Company on April 16, 2016.

Ames Fund:

During the past year, interest in the amount of \$3.05 was added to the prior balance in the fund of \$4,539.27. The current balance is \$4,542.32. 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. No royalties were received in the last two years from the Kelly-Lindblom update to Hilton's book. A discussion was held as to what these funds could be used for. Tabled for further discussion in New Business.

Diplomate payments for dues:

2015 – 2016 dues payments totaled \$25,249.74.

District of Columbia representation:

Payment in the amount of \$106.64 was made to the Corporate Service Company on February 22, 2016 to maintain statutory representation in D.C. (Our corporation was initially registered in Washington, D.C.)

FSAB Accreditation:

A maintenance fee payment was made to FSAB in the amount of \$833.00 on February 4, 2016. An additional payment of \$500 was made for reaccreditation.

Hilton 2nd Edition Sales:

No royalty was received during the year.

Attempted fraud of our checking account:

On October 13, 2016, I received an email from President Josey's true email address, asking for a wire transfer be made for him by the end of that day. The sender, purporting to be Jim Josey, advised me to transfer \$10,500 for an unidentified expenditure in Sydney, Montana. Specific bank account information was provided.

There were red flags noted with the request; the amount of the purchase, vague information, the request for the expedited transfer, a request by email rather than telephone, and a "respond to" email address I was not familiar with. A telephone call with Jim Josey quickly confirmed the transfer request was a scam.

I contacted the Sydney MT Police Department to report the incident. The officer advised the female holding the account, in Sydney, was persuaded to accept wire transfers, retain a small percentage, then forward the balance to a male in Texas. The woman in Sydney made a transfer the prior day, causing her a loss of several hundred dollars.

I completed the on-line internet financial crime report to the FBI.

Jim Josey learned websites reported similar "CEO" fraud scams were currently prevalent.

Bank Account balances (12/31/16):

CD: \$ 7,582 (Currently earning .04% interest. Expires 8/14/17.)
Savings: \$ 326 (Interest accumulates at .01 per month.)
Regular Checking: \$ 31,888 (12/31/15 balance: \$33,211.)

A 'Profit and Loss' statement for the 2016 calendar year is attached as page four of this report.

Annual Review of Records:

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

ABFDE
2016 - Profit & Loss
January through December 2016

Jan - Dec 16

Ordinary Income/Expense	
Income	
Application Fee	1,727.35
Membership Dues	25,249.74
Total Income	26,977.09
Expense	
ABFDE B of D Meetings	
ABFDE BoD Meetings	
ABFDE BoD 2017	
Hotel	3,790.46
Transportation	1,005.00
Total ABFDE BoD 2017	4,795.46
Total ABFDE BoD Meetings	4,795.46
Total ABFDE B of D Meetings	4,795.46
ABFDE BofD 2016	
Airfare	6,233.69
Ground Trans	645.42
Hotel Rooms	2,642.50
Meals	903.31
Total ABFDE BofD 2016	10,424.92
Administration	7,382.44
Bank Fees	40.27
FSAB	
FSAB Reaccreditation Fee	500.00
Total FSAB	500.00
FSAB Maintenance Fee	833.00
Insurance - nonemployee	2,839.00
Office expense	141.90
Plaques	48.55
Postage and Delivery	1,087.50
Statutory Rep.	207.00
Voided	0.00
Total Expense	28,300.04
Net Ordinary Income	-1,322.95
Other Income/Expense	
Other Income	
Interest Earned	0.08
Total Other Income	0.08
Net Other Income	0.08
Net Income	-1,322.87

There was discussion by Treasurer Green regarding the need for a credit card by entities such as the hotel we were meeting in to ensure they were paid. Treasurer Green said he did not feel comfortable using a personal credit card for this purpose.

Linda Mitchell moved that the Treasurer of the Board will obtain a Credit Card for a non-profit organization with our Corporate Office emailing the credit card statements to the President and the Treasurer. The motion was seconded by Tom Riley. The motion passed unanimously.

Credentials Report – Ted Burkes

This report covers the period from May 20, 2016 through December 31, 2016

Six candidates were passed to the Testing Committee during this reporting period.

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

Two 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 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

Sponsoring Org.: ASQDE
Workshop Name: Measuring Frequency Occurrence in Handwriting and Hand Printing Characteristics
Workshop Date: August 21, 2016 **Location:** Pensacola, FL
Points Awarded: 6

Sponsoring Org.: ASQDE
Workshop Name: Sequence of Entries Determination – New Approach to Additional Print
Workshop Date: August 24, 2016 **Location:** Pensacola, FL
Points Awarded: 3

Sponsoring Org.: Foster & Freeman USA
Workshop Name: The Examination and Identification of Compromised Security and Identity Documents
Workshop Date: August 25, 2016 **Location:** Pensacola, FL
Points Awarded: 3

Sponsoring Org.: MAFS
Workshop Name: Fundamentals of Printing/ Graphic Arts Examinations
Workshop Date: October 3, 2016 **Location:** Branson, MO
Points Awarded: 6

Sponsoring Org.: MAFS
Workshop Name: Fracture Match
Workshop Date: October 4, 2016 **Location:** Branson, MO
Points Awarded: 6

Sponsoring Org.: MAFS
Workshop Name: The Forensic Examination of Genuine, Disguised, and Simulated Signatures with an Introduction to the Kinematics of Handwriting
Workshop Date: October 5, 2016 **Location:** Branson, MO
Points Awarded: 6

Sponsoring Org.: SWAFDE
Workshop Name: Photoshop Techniques for FDE's
Workshop Date: October 7, 2016 **Location:** Phoenix, AZ
Points Awarded: 3

Sponsoring Org.: SWAFDE
Workshop Name: Formal v. Informal Signatures
Workshop Date: October 8, 2016 **Location:** Phoenix, AZ
Points Awarded: 3

Sponsoring Org.: Canada Border Services Agency (CBSA)
Workshop Name: Adobe Photoshop and Freehand/ Illustrator in Forensic Document Examination – a Workshop
Workshop Date: Nov-8, Dec-6 and 7, 2016 **Location:** Ottawa, Ontario CAN
Points Awarded: 18

Continuing Education Committee Standard Operating Procedures Revision

Revisions were made to the Continuing Education Committee Standard Operating Procedures. Changes to the Continuing Education Committee SOP include formatting, form titles, addition and removal of wording for clarity, and the distribution of the committee report to the secretary prior to the annual meeting.

FSAB Committee Report – Ted Burkes

This report covers the period from May 20, 2016 through December 31, 2016.

The reaccreditation package was completed and submitted to the FSAB Accreditation Review Committee (ARC). After some changes to the application and some of the SOP's, the ARC Chairman, Dr. Peter Alexander, advised that the ARC would be recommending the ABFDE be re-accredited.

Public Relations Committee Report – Gary Licht

No requests for information were received, and no urgent matters requiring the attention of the PR committee were raised.

Recertification Committee Report – Rick Horton

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

As of January 1 the ABFDE has 104 active Diplomates. This number does not include the eight (8) Diplomates cited below who have resigned and/or retired during the past year, and may technically be Diplomates until July.

-Three (3) new Diplomates completed the testing process and were issued an ABFDE Certificate of Qualification and Membership Card:

Alan Kainuma

Jennifer Naso

George Virgin

-Fifteen (15) Diplomates met the recertification criteria for the next five (5) year period and have received their Certificate of Recertification and new Diplomat Membership card:

Andrew Barton

Wesley Grose

Lisa Hanson

Diane Kruger

Bill Leaver

Bob Lesnevich

Jane Lewis

Darlene Morin

Karen Oroku

Joe Parker

Jeff Payne

Tom Riley

Jim Ross

Tobin Tanaka

Todd Welch

-Eight (8) Diplomates resigned and/or retired:

Art Anthony

Brian Carney

Randy Gibson

Sandra Homewood

Sandra Ramsey Lines

Jimmy Smith

Rosalind Spencer

Tom VanValkenburgh

Two (2) files are being maintained for each Diplomat. The appropriate Manager keeps a file containing items pertaining to Diplomat activity, including annual updates with supporting documentation and all significant correspondence relating to recertification; and the Administrative

Office keeps a file containing annual Notice of Points Awarded (NOPA) forms, letters, Recertification Applications, and copies of Member cards and Recertification Certificates.

Recertification Managers audited Diplomate files to insure they are current and up to date, and destroyed relevant paperwork IAW the Recertification Committee SOP. The Executive Board audited a representative sampling of the Diplomate files maintained by the Recertification Committee.

Rules and Procedures Committee Report – Farrell Shiver

At the 2016 Board of Directors Meeting, the BOD discovered that the bylaws do not adequately address how to replace the President when the vice president declines to accept the position. A change in the bylaws is recommended. The bylaws will not allow the change to be balloted at the 2017 BOD meeting, but can be balloted electronically shortly afterwards. However, we can tweak the proposed change as necessary and vote on whether to move forward with electronically balloting. If all members of the BOD are present at the meeting, the change can be made by unanimous written consent.

Current Article IX.3 - Vacancies Among Officers

The Vice President shall fill a vacancy in the office of President occurring during his/her term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail or electronic mail ballot.

Proposed Change to Current Article IX.3

3.1 The Vice President shall fill a vacancy in the office of President occurring during his/her term of office as Vice President. If the Vice President is unwilling or unable to fill the vacancy, the Board of Directors shall elect a President. The President may be elected from the existing board members, or when necessary, from the body of diplomates. Such election may be conducted in a business meeting, by mail, or by an electronic mail ballot.

3.2 Vacancies in the positions of Vice President, Secretary, or Treasurer shall be filled through election by the Board of Directors. These officers may be elected from the existing board members, or when necessary, from the body of diplomates. Such election may be conducted in a business meeting, by mail, or by an electronic mail ballot.

3.3 In exigent circumstances, the Board of Directors may appoint an existing board member, or when necessary another Diplomate, to fill the positions of President, Vice President, Secretary, or Treasurer pending an election to fill the vacancy.

Test Preparation and Validation Committee Report – Lisa Hanson

Status of Standard Operating Procedures:

The Test Preparation and Validation Standard Operating Procedure was updated for the website. All changes and updates were tracked and then changed. Additional changes may be made at the 2017 Annual ABFDE Board of Directors Meeting in March, if necessary. Upon completion of all changes, the updated Test Preparation and Validation SOP will be posted to the ABFDE website in its designated place.

Annual Review of Records

A review of records was conducted. Digital copies of the Test Preparation and Validation Annual Report are on file for future reference. Extraneous notes, documents and digital files have been shredded or deleted.

Workshop – (Written report by Sean Espley)

There were no ABFDE workshops held during this reporting period.

Historian – Ted Burkes

Archived Documents

The following documents have been uploaded onto the website electronically:

- 2016 Board of Directors Meeting Minutes – Directors version
- Newsletters: January 2016 and June 2016

Annual Review of Records

A review of the records was conducted; it was observed that numerous SOP's are in need of updating. I have notified the Directors to update all of the SOP's that they are responsible for.

Testing Committee Report – Lisa Hanson

This report covers the period beginning May 20, 2016 through December, 2016 (with some info for the first two months of 2017 included in the stats).

1. Status of Candidates for Certification:

New Diplomates

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

1. Jennifer Kessel - Naso
2. Alan Kainuma
3. George Virgin

Current Candidates and their Status

Ten (10) candidates are currently in the testing process with three (3) additional Past Candidates possibly "re-entering" - within Credential Committee at this time.

1. 15-03 – Passed Written exam at AAFS 2/2016.
2. 16-01 – Passed Written exam at ASQDE 8/2016.

3. 16-03 – Passed Written exam at ASQDE 8/2016. Worked through their Practicals; failed one. Waiting six months to be able to retake Practical(s).
4. 16-04 – Passed Written exam at ASQDE 8/2016. In process of requesting Practicals be mailed to them soon.
5. 16-05 – Passed Written exam at ASQDE 8/2016.
6. 16-06 – Passed Written exam at ASQDE 8/2016.

2. Candidates Withdrawn from Testing

There were not any Candidates that withdrew in 2016.

3. Performance Characteristics

In accordance with FSAB standards, attached are the “Performance Characteristics” and “Current Status of Each Candidate” spreadsheets. These statistics are maintained to record and track the performance of testing candidates during the various phases of the certification examination process.

4. Written Examination (100 questions):

LMH was unable to include this statistical information into last year’s report because all the Candidate Files were stored away due to a sudden change in employment and employment location. Because of that, LMH is including all performance characteristics from May 2015 – May 2016 as well as May 2016 – May 2017 in this year’s report.

2015-2016:

8/10/2015	89
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2016-2017:

8/20/2016	94
2/12/2017	83
8/22/2016	87
8/22/2016	88
8/20/2016	78
8/20/2016	95

Written Examinations have been recorded involving six (6) candidates:

Pass = 6

Fail = 0

Average Score = 87.5

5. Practical Examinations

2015-2016:

Problem Description	# Issued	# Passed	# Failed	# Rework
Gervais Licensing Agreement	1	1		

"Stanford" Signature	2	2		
Photocopier (8312002B)	1	1		
Photocopier (8312002D)	2	2		
Jeffrey Liles Rubber Stamp	2	2		
Postal Money Order #1	1	1		
Robert Newcity	2	2		
McNamara Will	1	1		
Poor John Anonymous Letter	1	1		
PHOTOCOPY Rubber Stamp	1	1		

2016-2017:

Problem Description	# Issued	# Passed	# Failed	# Rework
"Stanford" Signature	1	1		
Photocopier (8312002B)	2	1	1	
Photocopier (8312002D)	1	1		
Jeffrey Liles Rubber Stamp	2	2		
Photocopier (8312002C)	1	1		
Robert Newcity	4	4		
McNamara Will	2	2		
Garcilazo	3	3		
Time Sheet	2	2		

6. Oral Examination

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

7. Future Testing

Zero Candidate(s) are eligible to take the Written Exam

Six (6) Candidates are eligible to taken the Practical Examinations

One (1) Candidate is able to request their Practicals after their six (6) month wait

One (1) Candidate is presently taking their Practicals

Zero Candidates are eligible to participate in the Oral Examination Phase

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

8. 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 – Jim Josey

There was one Professional Review during the past year. The allegations in the complaint were carefully and independently examined by each of the PRC Members. After reviewing their findings, the complaint and charges have been dismissed in accordance with ABFDE's Rules and Procedures Guide.

Secretary Report – Ted Burkes

This report covers the period May 20, 2016 through December 31, 2016

Board of Directors Votes

On May 21st, during the annual ABFDE Board of Director's meeting, Vice President Lisa Hanson received an e-mail from President Rosalind Spencer advising the Board that she was resigning due to personal reasons from the Board, both as President and as a Director. 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.

A couple of diplomates raised concerns as to whether or not Jim Josey was properly elected to fill President Spencer's unexpired term. Both said that their concern was not with Jim Josey, but was with whether or not FSAB would raise an issue about whether we followed our bylaws.

Article IX, paragraph 3 of our bylaws reads:

3. Vacancies Among Officers

The Vice President shall fill a vacancy in the office of President occurring during his/her term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail or electronic mail ballot.

Although the position was offered to Vice President (VP) Hanson in Houston, she deferred due to her large work load involved with the VP's position as Chair of the Testing Committee, retiring unexpectedly from the MN state crime lab, and the death of her mom's twin sister, all of which happened in the months of April and May. A possible solution that should have happened in Houston was to have VP Hanson resign her VP post, elect a new VP so that the new VP could move up to the vacated President's position, and then elect a new VP to fill the vacant VP position.

VP Hanson, Treasurer Green, and Secretary Burkes, as the Executive Committee, discussed the issue, and unanimously agreed to the above course of action:

On June 13, 2016, VP Hanson resigned as the Vice President. Bonnie Beal nominated Jim Josey as Vice President. Gary Licht seconded the nomination. Jim Josey was unanimously elected by electronic vote to be the new ABFDE Vice President on June 14, 2016. Upon assuming that position, he immediately stepped up to the President's position, in accordance with the bylaws.

On June 14, 2016, Ted Burkes nominated Lisa Hanson to fill the now vacant Vice President's position. Linda Mitchell seconded the nomination. Lisa Hanson was unanimously elected by electronic vote to the position of Vice President on June 17, 2016.

On July 3, 2016, Bonnie Beal moved to modify the motion and vote taken at the 2016 annual BOD meeting regarding the balloting of new Director candidates. She moved that four candidates be balloted instead of two. This was seconded by Linda Mitchell. The ballot passed 11-0 on July 4, 2016.

On September 3, 2016, the BOD was asked to vote on whether or not to award candidates Alan Kainuma and Jennifer Naso to Diplomate status. Both candidates received all affirmative votes, with the exception of two abstentions for Naso, and were awarded Diplomate status on September 6, 2016.

Director Election

On July 8, 2016, the Diplomates were advised of a ballot via the ABFDE Newsletter. The deadline for voting was July 22, 2016. Miriam Angel, Katherine Schoenberger, and Todd Welch were elected as new Directors for the ABFDE BOD.

RPG and bylaws

There were no changes made to the RPG or bylaws during this reporting period.

Annual Review of Records

A review of records was conducted. All records are secure.

Nominations – Bonnie Beal

I am still maintaining a list of candidates to call to fill positions on the BOD. I will start contacting if we decide to keep the same number of Directors at the present level of 15.

We had three directors added this past year by voting of the Diplomates. They were Miriam Angel, Katherine Schoenberger, and Todd Welch.

Website – Bonnie Beal

All suggested changes need to come through her in tracked-change mode. Laureen just needs a final copy. Discussion was held regarding a change of information form on-line.

Vice President – Lisa Hanson

This report covers the period beginning May 20, 2016 through December 31, 2016.

Status of Standard Operating Procedures:

The Vice President Standard Operating Procedure was updated for the website, as well as during the most recent FSAB re-accreditation. All changes and updates were tracked, reviewed by the Secretary and then changed. Additional changes may be made at the 2017 Annual ABFDE Board of Directors Meeting in March, if necessary. Upon completion of all changes, the updated Vice President SOP will be posted to the ABFDE website in its designated place.

Testing Committee (VP Chairs this Committee):

Six new (6) Candidates were accepted into the ABFDE Testing process.
(See 2016-2017 Testing Committee Report)

Annual Review of Records

A review of Vice President documentation from 2016 – 2017 was conducted. All digital versions of the Vice President SOP will be updated with the finalized version from the 2017 Annual BOD meeting and recent versions on file for future reference. Extraneous notes, documents and digital files have been shredded or deleted.

ABFDE Syllabus – Gary Licht

The training syllabus is progressing well, with the help of OSAC. As a response to the need for bibliographic support for each SOP presented as work product of OSAC, the Document Subcommittee formed a working group to compile and organize a syllabus for the profession. The benefit of this to ABFDE is twofold. First, the compilation of references of importance to the profession. The second benefit, the collective power of working in a group to organize the material. From the standpoint of ABFDE, it couldn't have happened at a better time.

As of this writing, a user interface is being developed to assist in the process to organize, search, and provide reports of the references in the massive database of articles. The compilation of articles is preliminary, but progressing with the assistance of multiple sources, both within the QDE community and from researchers. The ACT Blueprint for Training that ABFDE works with, has been incorporated as a searchable feature within the database. The next step is to get a working beta test version of the user interface and a partially complete database. Then, there will be the task of forming a working group to decide what references are essential for training to competency and to pass the ABFDE certification test process.

This concludes the Committee reports.

OLD BUSINESS

ACT Project Update & Testing Materials Validation – Tom Riley

Tom has been in contact with Eric Vincent and Daphne Loreda Vincent of VIO Consulting, 14955 W. Bell Road, Unit 8296 Surprise, Arizona, 85374, Telephone (623) 695-6448. To recap, Mr. Vincent has established his own consulting company and he is well versed in test blueprint preparation, validation, and all related topics. He was highly recommended by Cindy Hill of ACT. ACT is no longer in the

business of providing this type of service.

Tom spoke with Eric in early 2016 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. 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.

Tom forwarded Mr. Vincent a copy of the 2010 Test Blueprint and requested that he provide a proposal, including the price. Tom's had discussions with him regarding additional materials he would like to have prior to developing a proposal, which include 1) test data from the test currently in use, 2) the number of tests administered since 2010 and 3) the current working draft of the test under development. ACT is no longer in the business in test validation. There is a significant need for continued, scheduled validation of testing materials. Tom recommends the Board consider changing this project into, or creating, a standing committee that takes on the responsibilities of test materials validation, working closely with the Testing Committee. Currently, validation is a part of the Testing Committee responsibilities.

Lastly, Tom recommended that any action with the most recently developed written test be put on hold until we get a proposal from Mr. Vincent and decide on how best to proceed.

Ted stated he met a test validation expert at the FSAB meeting, Steve Clark from ORAINC. His company validates the tests for several of the Boards at FSAB.

Further discussion was held in New Business.

OSAC Update – Gary Licht

Training Syllabus

Gary discussed the training syllabus, the interface with OSAC, and where to house the syllabus. The plan is to use the SWGDOC website as a test site for the syllabus that Gary's wife is creating for OSAC.

The document that is currently in the AAFS Standards Board (ASB) Consensus Body is the Scope document.

Several other documents are being worked on at OSAC (updating ASTM/SWGDOC documents). There is also work going on with a Multi-disciplinary conclusion standard.

Other general discussion regarding OSAC and ASB was held.

Recertification Points Assessment – Rick Horton

Nothing given as Director Horton was unable to come to the meeting due to an injury.

EC Review of Recertification files – The review of Recertification files was accomplished by President Josey, Vice President Hanson, Secretary Burkes, and Treasurer Green.

NEW BUSINESS

Retired Diplomates – All

A discussion was held regarding whether or not to establish a Retired Status for the ABFDE.

Gary Licht offered the following:

Move to modify his motion made in 2016 BOD meeting regarding Retired Status by replacing it with the following modifications to paragraphs 3 and 4 under Section D on page 31 of the RPG, as reflected below:

“3. Individuals holding a valid Certificate of Qualification issued by the Board are entitled to use the designation “Diplomate of the American Board of Forensic Document Examiners.” Diplomates who retire or resign in good standing are entitled to use the designation “Former (or Retired) Diplomate of the American Board of Forensic Document Examiners” as appropriate. Individuals who present themselves as former or retired Diplomates of the ABFDE must cite their dates of certification. Individuals who do not possess active ABFDE certification are prohibited from presenting themselves as current Diplomates of the Board.

4. Certificates issued by the Board are not transferable. They remain the property of the Board, but every person to whom a Certificate has been properly issued is entitled to its continued possession unless the Certificate is revoked. Legal action may be used to recover any Board property, to include the surrender of a Diplomate’s certificate.”

Szymanski seconds.

Passed unanimously.

FSAB Update – Ted Burkes

- Reaccreditation – FSAB voted to reaccredit the ABFDE for another five years. Secretary Burkes gratefully acknowledges Vice President Hanson’s work in making the modifications to the Testing Committee SOP’s that the FSAB Accreditation Review Committee (ARC) requested.
- Training in NOLA – Secretary Burkes attended a day-long training on ISO 17024 given by ANSI at the FSAB meeting in February 2017 in New Orleans. Compliance with 17024 will require the ABFDE to modify some of it’s procedures, but we will not need to meet that compliance until our next reaccreditation application in 2021.

Admin Office Visit - (Jim Josey, Lisa Hanson, Ted Burkes, Bonnie Beal)

A visit was made to the Corporate Assets office (the ABFDE’s Administrative office) on March 23, 2017, to observe the facilities and determine changes that would need to be made to comply with ISO 17024. Anne Roper, our Administrative Officer, briefed those in attendance as to how files are stored and where. One of the issues observed was that the cabinets that our records were stored in are not lockable. Subsequent to the visit, and during the Board of Directors meeting, Anne notified us that two locking file cabinets became available for \$100 each.

A motion was made by Tom Riley to purchase the two file cabinets at Corporate Assets for a total of \$200, and also have the current file cabinets disposed of. Lisa Hanson seconded. The motion passed unanimously.

The discussion then suggested that the archived files should be digitized and the physical files destroyed. There was also a discussion regarding whether or not digital file folders could be password protected. Anne's computers are backed up nightly.

There was also a discussion regarding the need to remove Protected Personal Information (SSAN's and birthdates).

Additionally, the need to have a formal contract with Corporate Assets was determined.

As a part of future FSAB Reaccreditation Inspections, the ARC plans to visit the "home" office.

SOP's and Forms – Ted Burkes

Secretary Burkes discussed the necessity to ensure that SOP's and forms are up-to-date, that they are dated, and that a copy is forwarded to the Secretary and Website Committee Chair. The revision dates need to be at the bottom of all SOP's and forms, so that we know which ones are current. There was a discussion regarding an Orientation document for new Directors. Vice President Hanson stated that she would write it.

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. Additional work has been accomplished on it since the last Board meeting, but it is still currently at OSAC.

Dues Increase – Jim Green

Treasurer Green opened the discussion regarding the need to increase the dues, as mentioned at last year's meeting. This mention was also made in the ABFDE Newsletter last year. Treasurer Green stated that Corporate Assets' rates were going up 10%, there is a reduction in the number of Diplomates paying dues, and there has been no royalty from the Kelly/Lindblom-updated Hilton book. Additionally, there have been no dues increase since 2003. Farrell Shiver looked up the rate of inflation since 2003 and found that inflation had gone up over \$80 since then.

Treasurer Green moved that dues be increased to \$350, that testing application fees be increased to \$350 (Australia/New Zealand to \$400), and late fees be raised to \$50. Tom Riley seconded. The dues increase would take effect immediately. The motion passed unanimously.

Treasurer Green stated that he would notify the Diplomates. It was also requested that he inform the Diplomates that the Board is not filling two positions, returning to thirteen Directors.

Annual Statement of Affirmation and Acceptance – Ted Burkes

Secretary Burkes noted that approximately 32 Diplomates did not return a signed Annual Statements of Affirmation and Acceptance form last year. In researching this, secretary Burkes could not find a requirement that this be done. A discussion was held as to whether and when this affirmation is needed. It was decided that the language would be added to the initial application form and the recertification application form. Gary Licht was adding the statement to the forms.

Bylaw/RPG change re President – Farrell Shiver

As noted in the Rules and Procedures Committee Report, the following bylaw change will be voted on at the next Board of Directors meeting:

Current Article IX.3 - Vacancies Among Officers

The Vice President shall fill a vacancy in the office of President occurring during his/her term of office as Vice President. Other vacancies among officers shall be filled by election by the Board of Directors from its membership. Such election may be conducted by mail or electronic mail ballot.

Proposed Change to Current Article IX.3

3.1 The Vice President shall fill a vacancy in the office of President occurring during his/her term of office as Vice President. If the Vice President is unwilling or unable to fill the vacancy, the Board of Directors shall elect a President. The President may be elected from the existing board members, or when necessary, from the body of diplomates. Such election may be conducted in a business meeting, by mail, or by an electronic mail ballot.

3.2 Vacancies in the positions of Vice President, Secretary, or Treasurer shall be filled through election by the Board of Directors. These officers may be elected from the existing board members, or when necessary, from the body of diplomates. Such election may be conducted in a business meeting, by mail, or by an electronic mail ballot.

3.3 In exigent circumstances, the Board of Directors may appoint an existing board member, or when necessary another Diplomate, to fill the positions of President, Vice President, Secretary, or Treasurer pending an election to fill the vacancy.

Accreditation for Small Practices – Jim Josey

A discussion was held regarding a request for the ABFDE to support the effort for small practices to acquire reasonably priced accreditation to comply with ISO 17025. The Board agreed that it would support the effort, but could not provide any funds as a result of that support.

Human Factors Working Group for Handwriting Examination – Ted Burkes

Secretary Burkes updated the Board of Directors on the Working Groups progress toward completing a document similar to the Latent Print Human Factors Working Group document.

Website – All

A discussion was held regarding the maintenance of the ABFDE website.

President's Council of Advisors on Science and Technology (PCAST) Report – All

A discussion was held as to whether the ABFDE should respond to the PCAST Report. Since the Report did not specifically address handwriting of any other forensic document subdisciplines, it was determined that it was best not to issue any response or position to the Report.

Reorganization of the Testing Committee and Process – Lisa Hanson

A discussion was held regarding the duties of the Vice President, which currently includes Testing Committee Chair. It was determined that the Vice President will no longer be the Chair of the Testing Committee, but will be the Chair of the FSAB Committee. The Vice President will continue to be the Chair of the Professional Review Committee. The SOP for the Vice President will need to be modified.

Consideration of using Diplomates more – Lisa Hanson, Linda Mitchell

There was a discussion regarding using Diplomates more on the Committees. The Board was in agreement to do so, but it necessitates some RPG changes. Secretary Burkes moved to make the following changes to Section IV of the RPG:

Delete paragraph 2.3, delete paragraph 5.4, delete paragraph 5.5, delete the last sentence of paragraph 8 that currently reads “This Committee is chaired by the Vice President.”, and change the last sentence of paragraph 9 to read “The committee Chair is selected by the President, and the members of the committee shall consist of ABFDE Diplomates only.”

The motion was seconded by Gary Licht. The motion passed unanimously.

Ames Fund – All

Tom Riley moved to expand the purpose of the Daniel T. Ames Funds, which is currently an amount of \$4,542.32 held as a dedicated balance in the checking account of the Board, to include expenses incurred in the following critically needed Board activities: Written Test Preparation & Proctoring (in accordance with the 2010 ACT Blueprint), Practical Test Preparation, and Public Relations. Upon the exhaustion of the funds, the Daniel T. Ames fund will cease to exist. Exhausting the fund will help simplify the Boards’ accounting and annual tax documentation.

Rationale – which should be recorded with this motion – The needs of the discipline have changed significantly since the Ames fund was established through Diplomate donations. The fund was originally established to support activities relating to responding to discipline critics in the late 2000’s. We are ever grateful to the generosity of our Diplomates who donated to this fund. The funds have gone unused for at least ten years.

At the current time, a significant critical need for the Board is the development of written and practical tests (in accordance with the 2010 ACT Blueprint), the administration of the written test, and public relations activities & materials. The members of the Board believe these funds would be better used to support these activities for the overall betterment of the Board and ultimately the discipline.

Bonnie Beal seconded the motion. The motion passed unanimously.

Additional Term for Gary Licht

Linda Mitchell moved to extend Gary Licht for another 4 years term on the ABFDE Board of Directors. The motion was seconded by Tom Riley. The motion passed unanimously.

Election of New Officers – Jim Josey

President Josey moved the following slate of nominees for the offices indicated:

Ted Burkes – President
Gary Licht – Vice President
Miriam Angel – Secretary

Each candidate was individually and unanimously elected

Committee Project Assignments – Jim Josey

The following Committee Assignments were made. The first name listed is the Chair of the Committee

Testing	Linda Mitchell, Bonnie Beal, Tom Riley
FSAB	Gary Licht, Alan Kreidl
Test Preparation/Validation	Lisa Hanson, Andy Szymanski, Bonnie Beal, Kirsten Singer
Credentials	Miriam Angel, Bonnie Beal, Farrell Shiver, Todd Welch
Nominations	Bonnie Beal, Todd Welch
Public Relations	Katherine Schoenberger, Tom Riley
Recertification	Rick Horton, Tom Riley, Sean Espley, Todd Welch, Alan Kreidl
Historian	Miriam Angel
Syllabus	Gary Licht
Rules and Procedures	Farrell Shiver, Gary Licht
Newsletter	TBD
Continuing Education	Sean Espley, Farrell Shiver
Website	Katherine Schoenberger, Tom Riley

The ACT Project and Workshop Committees were eliminated.

Departure of Directors

President Josey and Vice President Hanson were presented with plaques for their nine and eight years, respectively, of service to the ABFDE Board of Directors.

Next Meeting

The next meeting will be in Houston, TX. March 24-26, 2018 (primary, March 17-19, 2018 secondary) was decided on as the dates.

Additional

Lisa Hanson mentioned that she got a call from Tom Vastrick, advising her that the ABFDE may be added to the lawsuit that the Board of Forensic Document Examiners (BFDE) filed against the American Bar Association.

Treasurer Green advised that an audit of the treasury is due, and that he would be getting that conducted.

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