

## **Minutes of the 2015 BOD Annual Meeting**

*Submitted by Bonnie L. Beal*

The ABFDE Board of Directors met for their Annual Meeting May 1<sup>st</sup> through the 3<sup>rd</sup>, in Chandler, AZ. Present were: President Kirsten Singer, Vice President Lisa Hanson, Secretary Bonnie Beal, Treasurer Jim Green, Sean Espley, Rick Horton, Jim Josey, Gary Licht, Bill Riordan, Farrell Shiver, Rosalind Spencer, and Andy Szymanski. Tom Riley was unable to attend.

The 2014 BOD Meeting Minutes were unanimously approved and distributed.

### **Treasurer's Report – Jim Green**

*The following comments relate to fiscal activities from April 1, 2014 to March 31, 2015.*

#### Filing of IRS 990-EZ:

Income and expense information was provided to the Hobbs Group to facilitate the preparation of the 2013 "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.

#### Department of Consumer and Regulatory Affairs (DCRA):

The appropriate form (BRA-25) was not completed this year. The submission is required every other year and was properly filed in 2014.

#### B of D Liability Insurance – CNA Insurance Company:

A payment in the amount of \$3,037.00 was made to CNA Insurance Company on March 11, 2015. As a result of changing the insurance carrier to CNA from the prior carrier (CFM Insurance), the Board saved \$923.00.

#### Ames Fund:

During the past year, interest in the amount of \$5.31 was added to the prior balance in the fund of \$4,539.27. The current balance is \$4,544.58. 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:

2013 – 2014 dues payments totaled \$28,056.84.

#### ACT Validation services:

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

#### District of Columbia representation:

Payment in the amount of \$103.54 was made to the Corporate Service Company on February 6, 2015 to maintain statutory representation in D.C. (Our corporation documents were initially filed in D.C.)

#### FSAB Accreditation:

A payment was made to FSAB in the amount of \$833.00 on January 1, 2015.

#### Hilton 2<sup>nd</sup> Edition Sales:

Royalty income in the amount of \$419.05 was received.

#### Bank Account balances (3/21/15):

CD: \$ 7,581.78 (Currently earning .05% interest. Expires 5/14/15.)  
Savings: \$ 324.27 (Interest accumulates at .01 per month.)  
Regular Checking: \$ 29,592.03 (3/31/14 balance: \$27,170.88.)

A 'Profit and Loss' statement for the 2013 – 2014 fiscal year is below.

**ABFDE**  
**Profit & Loss**  
 July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Application Fee	788.00
Hilton 2nd Edition	419.05
Membership Dues	26,556.84
<b>Total Income</b>	27,763.89
<b>Expense</b>	
<b>ABFDE BoD Mtg 2014</b>	
Airfare	4,453.82
Airfare & Travel	1,132.31
Director dinner	226.75
Meals	391.53
ABFDE BoD Mtg 2014 - Other	4,976.33
<b>Total ABFDE BoD Mtg 2014</b>	11,180.74
Administration	6,389.78
Audit - 2013	4,075.00
Bank Error	-15.00
<b>FSAB</b>	
FSAB Membership Dues	842.00
<b>Total FSAB</b>	842.00
Insurance - nonemployee	3,004.00
Legal Fees	88.50
Northeast Trophies & Awards	37.75
Office expense	169.86
Overpayment	250.00
Plaques	37.75
Postage and Delivery	323.00
Refund - Hyatt	-2,263.54
Reimbursement	122.55
Statutory Rep.	100.13
STOP PAYMENT	424.50
Supplies and Materials	400.39
Transferred from business acct	-1,500.00
Voided	-424.50
<b>Total Expense</b>	23,242.91
<b>Net Ordinary Income</b>	4,520.98
<b>Net Income</b>	4,520.98

**Credentials Report – Bonnie Beal**

The Credentials Committee received five applications this year; four of the five applicants have passed onto the testing phase. The committee is awaiting documentation for the fifth applicant. The Chair is having difficulty receiving the applicant's training records. The applicant is in the process of a major move. The Chair will continue to get the training records.

After reviewing the ABFDE Testing Committee Guidelines, it was updated to avoid some confusion when evaluating candidates and added information so the guideline can be kept with the candidate's packet demonstrating why the candidate did or did not move onto testing. A review of the Credential's records was conducted. Two files from 2008 were found; one from Kenya and one from Canada. These two applications appear to be from examiners educated and trained outside the US/Canada continent. Since no further information or contact has been documented these two files will be shredded. Three applications, past their two and a half years testing time, need a copy of the letter of notification from the Testing Committee Chair placed into their file. These three applications will be scanned and the originals sent to Anne Roper for filing.

#### **Continuing Education Committee Report – William M. Riordan**

The following workshops were approved for recertification points:

**Sponsoring Org.:** American Society of Questioned Document Examiners  
**Workshop Name:** Skillful Freehand Signature Simulation  
**Workshop Date:** August 11-12      **Location:** Honolulu, HI  
**Points Awarded:** 6

**Sponsoring Org.:** American Society of Questioned Document Examiners  
**Workshop Name:** Adobe, Digital Media & Evidence  
**Workshop Date:** August 13      **Location:** Honolulu, HI  
**Points Awarded:** 3

**Sponsoring Org.:** Midwestern Association of Forensic Scientists  
**Workshop Name:** Automating Image Production for Forensic Document Examiners  
**Workshop Date:** October 7, 2014      **Location:** St. Paul, MN  
**Points Awarded:** 6

**Sponsoring Org.:** Midwestern Association of Forensic Scientists  
**Workshop Name:** Complex ESDA Sourcing Using Digital Image Layers  
**Workshop Date:** October 8, 2014      **Location:** St. Paul, MN  
**Points Awarded:** 3

**Sponsoring Org.:** American Academy of Forensic Sciences  
**Workshop Name:** Classification of Typewritten Material  
**Workshop Date:** February 16, 2015      **Location:** Orlando, FL  
**Points Awarded:** 6

**Sponsoring Org.:** American Academy of Forensic Sciences  
**Workshop Name:** The Examination of Skillfully Simulated Signatures  
**Workshop Date:** February 16, 2015      **Location:** Orlando, FL  
**Points Awarded:** 3

**Sponsoring Org.:** American Academy of Forensic Sciences  
**Workshop Name:** Automating Image Production for Forensic Document Examiners  
**Workshop Date:** February 17, 2015      **Location:** Orlando, FL  
**Points Awarded:** 6

**Sponsoring Org.:** Southeastern Association of Forensic Document Examiners  
**Workshop Name:** Conventional and Digital Printing Processes and Forensic Examinations  
**Workshop Date:** April 16, 2015      **Location:** Duluth, GA  
**Points Awarded:** 6

**Sponsoring Org.:** Rochester Institute of Technology  
**Workshop Name:** Printing Process Identification and Image Analysis for

Forensic Document Examiners

**Workshop Date:** April 21-24, 2015      **Location:** Rochester, NY  
**Points Awarded:** 21

**FSAB Committee Report – Bonnie Beal**

A new application will need to be completed prior to the year 2017. FSAB requires an annual report from all accredited organizations by March 31 of each year. Our FSAB Annual Report was submitted on February 27, 2015, along with the Substantive Changes and updated RPG. FSAB notified President Singer that they had received our packet.

**Public Relations Committee Report – Submitted by Bonnie Beal for retired Chair Masson**  
Janet Masson, Chair of this committee, stepped down from the Board. She is dearly missed and this committee is in flux at this time. Secretary Beal has provided the following:

According to Director Licht, the Texas White Paper and ABFDE Position Letter was mailed to all Attorney Generals in the United States and Territories.

Past Chair Marie Durina updated the Recertification Application and this was placed onto the ABFDE website prior to her July 2014 departure.

The ABFDE website has been updated to include a current Directory of Diplomates; this is updated throughout the year. Additional updates include current versions of the RPG documents posted by Secretary Beal: Code of Conduct, General Provisions, Background Purposes, Code of Ethics, Bylaws, Duties of Officers and Committees, Procedure for Application and Certification, and an Outline of Substantive Changes. Lauren Leaver has proven invaluable in helping the BOD keep the website current and her assistance and diligence in this regard is extremely appreciated. There are areas of the website that still need to be updated and this is in the process of being conducted. Lauren has added a link to Tom Vastrick's database.

### **Recertification Committee Report – Rick Horton**

On July 1 the ABFDE is projected to have 109 active Diplomates: Three (3) new Diplomates completed the testing process and were issued an ABFDE Certificate of Qualification and Membership Card. Sixteen (16) Diplomates met the recertification criteria for the next five (5) year period and have received, or are in the process of receiving, a Certificate of Recertification and new Diplomate Membership card. Six (6) Diplomates retired or resigned. Four (4) former Diplomates passed away. Two (2) files are being maintained for each Diplomate. The appropriate Manager keeps a file containing items pertaining to Diplomate activity, including annual updates with supporting documentation and all significant correspondence relating to recertification; and the Administrative Office keeps a file containing the initial application, annual Notice of Points Awarded (NOPA) forms, letters, Recertification Applications, and copies of Member cards and Recertification Certificates.

### **Rules and Procedures Committee Report – Bonnie Beal**

An electronic version of the most recent Rules and Procedures Guide (RPG) is maintained and is up on the website. The RPG is in compliance with the published FSAB and SWGDOC standards. The RPG Committee has been working with the Testing Chair with updating the Testing SOPs and the testing area of the RPG. Additional work is still being conducted and the updated SOPs and RPG will be distributed and uploaded onto the website.

### **Test Preparation and Validation Committee Report – Rosalind Spencer**

The Test Preparation and Validation Committee Chair wrote to all Diplomates requesting their assistance in formulating new practical problems, in order to properly update the repository of practical questions. Examples of appropriate topics for combining into tests were given, to aid creativity. Devising practical problems which are multifaceted and aligned with the ACT test blueprint can be time-consuming but is extremely valuable to the Board, and this is reflected in the recertification points awarded for each test. New practical tests continue to be submitted in a slow but steady trickle, and volunteers to validate such tests are encouraged. A review of the second written test was held last August at the ASQDE 2014 meeting.

### **Workshop – Sean Espley**

There were no ABFDE workshops held during this reporting period. On April 21-24, 2015, RIT was providing a printing process workshop for new and seasoned forensic document examiners and criminalists. On June 4, 2015, Lisa Hanson will be providing the “De-Mystifying Board Certification” workshop in Pasadena at the annual SWAFDE meeting.

### **Historian – Bonnie Beal**

The 2014 Board of Directors Meeting Minutes and Newsletters have been archived.

### **Testing Committee Report – Lisa Hanson**

This report covers the period beginning April 25, 2014 and ending May 2, 2015.

Four candidates successfully completed the certification testing program and achieved Diplomate status. There are ten (10) candidates currently in the testing process. No Candidates withdrew.

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.

Four Oral Examinations have been conducted resulting in four passing evaluations. There are no Candidate(s) eligible to take the Written Exam. There are four Candidates eligible to taken the Practical Examinations. Two Candidates are able to request their Practicals after their six month waiting period. One Candidate is able to request their Practicals after their three month waiting period and one Candidate is presently taking their Practicals. Two 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.

### **ABFDE Professional Review**

One Professional Review was requested and acted upon during 2014 due to the following:

President Singer was contacted on December 19, 2013 with a complaint involving a Diplomat.

During the 2014 ABFDE Board Meeting, President Singer requested that a PRC be convened to conduct a full review of the complaint towards the Diplomat. Vice-President Lisa Hanson requested she be removed as Chairman during the Review for personal reasons and therefore, President Singer would reside as Chair.

On Thursday July 24, 2014 the Professional Review Committee submitted the following to President Singer: Upon review of all documentation, the PRC investigation was found non-persuasive and the investigation was closed by President Singer.

### **Secretary Report – Bonnie Beal**

On August 8, 2014, Lisa asked that a change to the RPG Testing area that would allow Diplomates to sit on Oral Board panels when there are not enough Directors to fill the panel. This was supposed to have been voted on back in 2012 or 2013 but we were unable to quickly find the vote or the change. The BOD voted on wording provided by Lisa to section G. 4.3 and 4.5. A majority affirmative vote was achieved on August 8, 2014.

On August 20, 2014, the BOD was asked to vote on whether or not to award candidates Linda Mitchell, Brenda Lanners and our first Australian candidate Melanie Holt, Diplomat status. A majority affirmative vote was reached on August 21, 2014.

On September 10, 2014, Rick put forth a motion to award 1 point for participation in research involving 5 hours or less and 2 points for research greater than 5 hours; not to exceed 10 points during the 5 year recertification period. The motion was second by Kirsten and a majority affirmative vote was reached that same day.

After the vote on August 8, 2014 the following sections of the RPG was changed to read:

Section G. 4.3 (the bolded area is the area that was changed/added)

The panel for the Oral Boards shall be composed of three Directors, **if they are available**. Whenever possible, a member of the Testing Committee shall sit on all panels. **If three Directors are not available at an Oral Board destination, Diplomat(s) may be chosen to conduct the Oral Board examination(s). Whenever possible, a Director shall sit on all panels. The Testing Committee Chair may also choose instead to pay for the necessary number of Directors to attend the Oral Boards.**

Section G. 4.5

All panel members should be familiar with the candidate's results. Whenever possible, each member should be provided a copy of these results for review prior to the examination. (All copies disseminated to panel members must be returned to the Director **or Diplomat** coordinating the Oral Board at its conclusion.)

The ABFDE website was updated with the new substantive changes and updated RPG. The directory has been updated to add our new Diplomates.

## **Nominations – Rosalind Spencer**

At the last Board meeting several candidates were suggested as worthy of consideration for Directors. The Chair of the Nominations Committee contacted those identified, last September. Of these, a number confirmed their interest in serving in the Board of Directors, and their names were forwarded to the President for further consideration. Two new members were welcomed to the Board, after the resignation of two Directors.

This concludes the Committee reports.

## **Old Business**

### **ACT – Riley**

Due to the resignation of one of our Directors, there is no progress to report.

### **Training Syllabus Update – Riordan & Licht**

This work is still in progress. The Freeware has not been working well and it has been decided to use Access. An Access reader is available for free. The committee is hoping to have more progress by next meeting.

### **OSAC Update – Licht**

The Organization of Scientific Area Committees, OSAC, inaugural meetings were held in Norman, OK in January, 2015. QD was in the second group, and met January 20, 21, and 22. There are 24 subcommittees grouped under five Scientific Area Committees. As already noted and reported by NIST, there are researchers and statisticians assigned to each subcommittee. It appears to be a workable organization, even without all the details being worked out. The structure can be found at the NIST OSAC website, and has been well reported by NIST. The names of persons assigned to each subcommittee can also be found at the NIST OSAC website. (<http://www.nist.gov/forensics/osac.cfm>) One area of organization that is still in the formative stages is the canvass process of reviewing and approving standards. The Free Dictionary defines canvass, “1. To examine carefully or discuss thoroughly; scrutinize:” and it appears that this is a suitable definition of the processes of a standards development organization (SDO). NIST will provide direction and oversight over the canvass process, and insure that it meets ANSI standards for a SDO

In the formative days of OSAC, participants were informed that revised or new standards would proceed through either SDOs or the canvass process. NIST planned to use the structured SDO process as guided by ANSI principals. (Presumably ANSI - SES 2:2006, Model Procedure for the Development of Standards, “This standard provides a model standards development procedure that contains all of the essential requirements of due process that a credible standards development organization should consider. The procedure is in a readily adoptable format of options for the use by any size and type of organization.”) On January 20<sup>th</sup>, the group was shown a list of SDOs that wanted to partner with OSAC. There were few options, with ASTM being one of them. By the end of the meeting we were informed that no one present wanted to work through ASTM, and the canvass process appeared to be the common choice. This may have been a small surprise for the NIST leadership, but was adapted to quickly.

The work at the first meeting was structured by NIST, and that structure helped to get the organization functioning. It was necessary to adapt to technological challenges, specifically virtual meetings with hundreds of people as active participants. That was remedied by face to face meetings in January, and may be resolved for future virtual meetings. OSAC is functioning on a very limited budget, and virtual meetings are needed. The next and perhaps most important use of modern technology was the KAVI software package and the training in the use of it. Holding the meeting at a federal training facility worked, but funding is limited, and subsequent work will proceed with virtual meetings and the use of the KAVI platform for document exchange and commentary.

NIST had previously compiled a catalogue of standards already in print, and published that catalogue in digital form. (<http://www.nist.gov/forensics/osac-standards-inventory-news.cfm>) Each subcommittee established priorities for work. One of the first orders of business was to decide which standards could go to the OSAC

Registry as “ready to use”. One requirement was that a standard was to have gone through a standards development organization (SDO) if it was to go directly to the registry. The QD subcommittee had discussion about whether or not all standards that had already been through a Standards Development Organization, e.g. ASTM, should go to the registry, and then work on revisions. The final vote was to vote on each QD standard individually and decide if it could go to the registry, or go to a task group. Nine standards were recommended to go to the registry.

1. E2285 Standard Guide for Examination of Mechanical Checkwriter Impressions
2. E2286 Standard Guide for Examination of Dry Seal Impressions
3. E2287 Standard Guide for Examination of Fracture Patterns and Paper Fiber Impressions on Single-Strike Ribbons and Typed Text
4. E2289 Standard Guide for Examination of Physical Match of Paper cuts, Tears, and Performations in Forensic Document Examinations
5. E2291 Standard Guide for Indentation Examinations
6. E2388 Standard Guide for Minimum Training Requirements for Forensic Document Examiners
7. E2494 Standard Guide for Examination of Typewritten Items
8. E2710 Standard Guide for the Restoration and Preservation of Charred Documents
9. E2711 Standard Guide for the Restoration and Preservation of Liquid Soaked Documents

Five standards were recommended for revision work, including one listed above:

1. Standard for Examination of Handwritten Items (E2290)
2. Standard for Scope of Work of Forensic Document Examiners (E444)
3. Terminology Relating to the Examination of Questioned Documents (E2195)
4. Terminology for Expressing Conclusions of Forensic Document Examiner (E1658)
5. Standard for Minimum Training Requirements for Forensic Document Examiners (E2388)

Seven SWGDOC standards were recommended for work later:

1. Altered Document
2. Writing Ink Comparison
3. Documents Produced with Toner Technology
4. Documents Produced with Liquid Ink Jet Technology
5. Non-destructive Examination of Paper
6. Writing Ink Identification
7. Use of Image Capture and Storage Technology in Forensic Document Examination (E2765)

Nine Drafts of standards are in various levels of completion:

1. Case Review
2. Document Dating
3. Folds and Creases
4. Line Intersections
5. Initial Assessment of Evidence
6. Note Taking
7. Sequence of Strokes
8. Thermal Printing
9. Writing Instruments
10. Classification of Typewriter Type Styles

Five standards are in formative stages:

1. Chemical Examination of Paper
2. Examination of Counterfeit Documents
3. Classification of Conventional Printing Processes
4. Continuing Education and Professional Development of FDEs
5. Classification of Facsimile Devices Using Terminal Transmitting Identifier and Receiving Transmission Identifier

That adds up to 35 standards at various levels of maturity.

Based upon commentary from NIST leadership, it appears that they think nothing like this had been done before. On the contrary, everyone who worked with a SWG or SWG products, or ASTM, or other SDOs, knows that standards have been around for years, and were created by and for practitioners. What has changed for forensic scientists is the funding source and oversight. In the past we could invite researchers and statisticians to SWG meetings, but a gradual decrease in funding caused that to cease. With a new funding stream, and the resources to conduct business via virtual meetings, things have started again.

Scientific Working Groups are not disbanded. It is true that SWGs will have to function by using email and virtual meeting platforms, and electronic document control. Some are still active. SWGDOC will remain, but in a wait and see mode. The writing and revising of standards that was happening at SWGDOC will, for the current time, function through OSAC.

### **Recertification**

Due to the addition of webinars and other alternative training, a new attendance form will be created and uploaded onto the website.

### **NEW BUSINESS**

#### **Board Committees and Functions 2014 – 2015 - Singer**

ACT Project – Tom Riley and Andy Szymanski

Continuing Education – Andy Szymanski

Credentials – Bonnie Beal

Nominations – Rosalind Spencer

Public Relations – Gary Licht

Recertification – Rick Horton

Rules and Procedures – Farrell Shiver

ABFDE Syllabus Update – Gary Licht

Test Preparation and Validation – Lisa Hanson

Testing – Lisa Hanson

Workshop – Sean Espley

Newslette Editor – Linda Mitchell

### **FSAB Issues - Singer**

A letter was drafted and to be sent to President Bohan asking what documentation was needed to satisfy requirement 5.3.3.2. This section requires that certification bodies applying for reaccreditation “must be able to affirm that more than 50% of its certificants have gone through the formal training program described in 5.3.3.” We also expressed our support to raise this training requirement from 50% to at least 75% due to the recent increased scrutiny of the forensic sciences by the judiciary, media, and public, as well as the establishment of the NIST OSACs and DOJ National Commission on Forensic Science, all which demonstrate the need to raise standards for the forensic sciences.

### **Diplomates' Questions**

One Diplomat asked several questions regarding a position on a working group this Diplomat accepted. One question was about “conflict resolution”. After discussion of the questions, it was determined that the Board does not deal with non-Diplomat complaints, we have a Professional Review process to deal with conflict issues brought to the Boards attention for review and have procedures in place. We deal with each, case by case.

The next item was from another Diplomat who raised concerns regarding the amount of points a presenter of a workshop receives versus someone who takes the workshop or gives a paper presentation. We held off the decision until we explored what the other Boards were doing? The Board discussed this concern and agreed that a change was needed. We tabled the discussion of reducing the points for presenting a paper from 10 points to 5 points until further research is

conducted. This passed. A motion was put forth to change workshop points to 10 for the presenter. This passed.

During the review of the other Boards, it was noted that IAI requires retesting of for re-certification. We discussed retesting our Diplomates for recertification further; it was put out there that we should allow CTS to be allowed as retesting. The question was put forth should we require both CTS tests per year? Do they need to take both a practical and written? Practical one year, written the next? We tabled this discussion until further research and further discussion via email could be conducted.

A question was asked if our insurance covered disciplinary action issues. We were not sure; Kirsten was going to check into that issue.

## ISO

Gary was going to ask a few questions of the contact person. One, ask about the “shall retest Diplomates”? Will proof of proficiency testing satisfy this requirement? Two, ask about the lack of documented training, have they had much contact with forensic science and the training that is required? We decided to wait at this time due to costs and 17024 is not as stringent as FSAB. We will continue to explore.

## Paradigm Shift – Rosalind

Rosalind had an opportunity to attend the Royal Society meeting in London, UK. Here is her report:

The Royal Society is a Fellowship of the world's most eminent scientists and is the oldest scientific academy in continuous existence. Founded in 1660, it holds original notes, drawings, letters and portraits of all the eminent scientists of the past centuries in its collection. The purpose of the Royal Society is to recognize, promote, and support excellence in science and to encourage the development and use of science for the benefit of humanity.

1. 'The paradigm shift for UK forensic science'  
Scientific Meeting, The Royal Society, London UK, February 2015

A paradigm shift is imminent in UK forensic science as the discipline approaches a pivotal juncture in the modern courtroom. The event capitalized on an emerging landscape to develop, design and promote a robust, effective and efficient capability that will best serve justice.

The event drew upon extensive international experience in change management, forensic science research and judicial influence, with many of the key speakers hailing from the US (various universities, NIST etc). Other speakers included The Lord Chief Justice for England and Wales, and Chair of the House of Commons Science and Technology Committee. All speakers were highly regarded in their specific forensic fields and countries.

For those who are interested, the meeting programme is available to download, and recorded audio of the presentations is available. The papers will be published in a future issue of Royal Society Philosophical Transactions B.

2. 'The paradigm shift for UK forensic science - further discussion'  
The Royal Society at Chicheley Hall, Buckinghamshire, UK.

Immediately after this two-day meeting was a smaller residential invitation-only meeting, at the country retreat of the Royal Society, to allow for greater networking and informal discussion. The satellite meeting consisted of a smaller number of key players who would take the outcomes from the discussion meeting and convert these

into international drivers for advancement of the subject. The programme for this meeting is also available to download.

This is the first time that forensic science has featured at the Royal Society. Having UK forensic science put under the microscope in such a public way by such an eminent body will hopefully set it on a path to cohesion and success, after the debacle of privatization, disbanding and fragmentation that it has endured in recent decades, with the ultimate risks to justice.

### **Practical Test Appeal**

One Candidate appealed the results of one practical. The BOD reviewed the test, the reviewer's responses, and the Candidate's appeal. Upon discussion, the Candidate won the appeal and will move on to the Oral Boards.

All Chairs, please send all your forms to the Secretary so the forms can be placed onto the BOD area of the website. In addition, please review your SOPs against the RPG and other committee SOPs that correlate with yours and be sure they match. SOPs do not need to be voted on by the entire BOD. We suggest that you have your committee review and approve. IF you find something in the RPG that needs to be changed or tweaked let Farrell and Bonnie know.

### **Restructuring of Testing Committee - Hanson**

The Testing Committee is getting really busy which is a good thing, however, it is getting difficult to keep up with everyone. The Testing Chair recommends changing the SOP so if the number of candidates reaches more than 10, then the Testing Committee Chair would start passing the next candidate on to one of the Committee members to be the point of contact (POC). The POC would be take on what the Testing Chair does for the candidates and then the Testing Chair would become an evaluator for the Testing Committee member. Each new candidate would be passed on to the next Committee member until the number falls below 10 for the Testing Committee Chair.

### **Mentoring – Hanson**

One candidate was going into the mentoring process but was at the end of the two year testing time. Does s/he pay the \$250 now or when s/he re-enters the testing process? The candidate pays when the application is resubmitted. Both the mentor and mentored have to sign a confidentiality agreement.

### **Cost of Australian**

The Australians are paying \$300 now (\$50 dollars more than the US Diplomates) however, this does not seem to be covering the cost of send the practicals. Kirsten thought there was also an additional \$50 so the initial fee is \$350. To FedEx the practical problems to Australia is \$138. USPS said they cannot track it once it leaves US. Lisa is going to check around and Bonnie is going to check with the Postal Service.

### **EC Review of Recert files**

After review of the recertification files and reading the SOPs there was still confusion on what is being kept in the files. We discussed this and Rick was going to fine tune the Recertification SOP to specifically spell out what the Recert Managers keep in the Diplomates files and what the Corporate Office is maintaining. The Managers keep the two cycles of recertification paperwork. Everything else, minus supporting documentation, goes to Corporate Office to be maintained.

### **Website**

The goal is to place all forms and information onto the BOD area of the website so we don't lose information as Directors change over time. Plus, Bonnie will talk with Laureen about setting up new email accounts for the EC.

## **Workshops**

Sean was wondering if we could put on workshops or are they needed? After discussion, it was decided that at this time the only workshop that is needed is the Demystifying Workshop. Workshops also started being cost prohibited. Sean can look into conducting workshops, as long as, the workshop will not cost the Board money. One suggestion was possibly taking over the trainee breakout at the Society meeting or putting on workshops in conjunction with them or with the regional organizations.

It would be nice to get our blueprint out to the trainees so they can see what training they need, in case their training is deficient in certain areas.

## **AMES Fund**

The Ames Fund was established in 1997 through the generosity of many of our Diplomates. The purpose of the fund is to provide fiscal resources for projects the Board believes will help defend our field and better inform our Diplomates and the legal community.

Per the Treasurer's report at the Board of Directors (BOD) meeting in 2015, it was highlighted the fund had been dormant for nearly a decade. Noting past uses of the Ames Fund, the BOD discussed expanding the purposes of the fund to support the activities and research necessary to achieve the continuing requirements for accreditation and promote certification of Forensic Document Examiners.

A request was put forth to use the AMES Fund for Kirsten, Rosalind, and Bonnie to travel to Minnesota for a weekend in September to work with Lisa in getting the ACT written tests questions completed for use. It was requested that Tom or Andy also be there since they are working on the ACT problems. A motion was put forth to use the General Fund. This motion passed.

We discussed and decided to put the book royalties towards the Ames Fund. In the newsletter President Singer was going to inform the Diplomates what the Ames Fund is and encourage the Diplomates to donate to the tax-deductible fund.

## **Fiscal vs. Calendar Year**

The annual Committee reports will be from January to December. No other changes.

## **Election of Directors**

We had a discussion, if you were elected on the Board and choose to extend, does that change their status from elected to appointed? We decided no it does not change, the Director has an option to extend. We decided to appoint two Directors this year and elect next year.

Names thrown out for appointments were: Dave Sexton, Jane Lewis, Larry Olsen, Jeff Payne, Brent Ostrum, Tobin Tanaka, Joe Parker. We decided to ask in this order: Joe Parker, Jane Lewis, Jeff Payne, and Tobin Tanaka.

Two Directors will be appointed this year and elections will be needed next year to maintain the balance of election vs. appointments.

Rosalind Spencer was elected as the new President. Lisa Hanson, Jim Green, and Bonnie Beal were elected by the Board to stay as Vice President, Treasurer, and Secretary, respectively.

## **Next Meeting**

The next meeting will be in Houston, TX. We had decided on May 13-16, 2016, however, at this time the date is up in the air.