

## **Minutes of the 2018 BOD Annual Meeting**

*Submitted by Miriam Angel*

Items in Red are for the BOD copy only.

The ABFDE Board of Directors met for their Annual Meeting April 6<sup>th</sup> through the 7<sup>th</sup>, in Houston, TX. Present were: President Ted Burkes, Vice President Gary Licht, Secretary Miriam Angel, Treasurer Jim Green, Sean Espley, Alan Kreitl, Linda Mitchell, Larry Olson, Tom Riley, Farrell Shiver, and Katherine Schoenberger. Bonnie Beal and Todd Welch were unable to attend.

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

The 2017 BOD Meeting Minutes were unanimously approved (Motion by Riley, Second by Licht)

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

*The following comments relate to fiscal activities from January 1, 2017 to December 31, 2017.*

#### Filing of IRS 990-EZ:

Income and expense information was provided to the Hobbs Group to facilitate the preparation of the 2016 "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, 2017.

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

A fee of \$210.00 was paid on 2/17/17 to update our license registration in Washington D.C.

#### US Patent and Trademark Office:

The ABFDE logo remains actively registered with the USPTO. The next required "continued use" update will be in 2022.

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

A payment in the amount of \$2,839 was made to CNA Insurance Company on March 13, 2017.

#### Ames Fund:

During the past year, interest in the amount of \$3.04 was added to the prior balance in the fund of \$4,542.32. The current balance is \$4,545.36. 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:

2017 – 2018 dues payments totaled \$35,082.

#### District of Columbia representation:

Payment in the amount of \$110.36 was made to the Corporate Service Company on December 27, 2016 to maintain statutory representation in D.C. during 2017 (The ABFDE was originally incorporated in Washington, D.C.)

FSAB Accreditation:

A maintenance fee payment was made to FSAB in the amount of \$815.00 on May 29, 2017.

Hilton 2nd Edition Sales:

No sales royalty was received during the year.

Bank Account balances (12/31/17):

CD: \$ 7,590 (Currently earning .04% interest. Expires 5/14/18.)  
Savings: \$ 326 (Interest accumulates at .01 per month.)  
Regular Checking: \$ 40,035 (12/31/16 balance: \$31,888.)

A 'Profit and Loss' statement for the 2017 calendar year is attached 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**  
 January through December 2017

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Jan - Dec 17

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Application Fee	1,328.25
Membership Dues	35,081.75
<b>Total Income</b>	<b>36,410.00</b>
<b>Expense</b>	
ABFDE B of D Meetings	13,093.03
Administration	6,848.92
Bank Fees	59.90
<b>FSAB</b>	
FSAB Membership Dues	815.00
<b>Total FSAB</b>	<b>815.00</b>
Insurance - nonemployee	2,839.00
Non-profit Corporate filing	210.00
Office expense	1,755.58
Operating Expense	252.30
<b>Oral Boards</b>	
AAFS Oral Boards	720.54
<b>Total Oral Boards</b>	<b>720.54</b>
Plaques	70.15
Postage and Delivery	533.91
Reimbursement	-447.60
Supplies and Materials	200.00
Trademark renewal	275.00
<b>Total Expense</b>	<b>27,225.73</b>
<b>Net Ordinary Income</b>	<b>9,184.27</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Earned	0.11
<b>Total Other Income</b>	<b>0.11</b>
<b>Net Other Income</b>	<b>0.11</b>
<b>Net Income</b>	<b>9,184.38</b>

**Credentials Report – Miriam Angel**

This report covers the period from January 1, 2017 through December 31, 2017.

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

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

One applicant was 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 – Sean Espley**

The following workshops were approved for recertification points in the past year:

*Sponsoring Org.:* MAFS  
*Workshop Name:* Expert Testimony Workshop  
*Duration:* One full day

*Sponsoring Org.:* RIT  
*Workshop Name:* Printing Process ID & Image Analysis for Forensic Document Examiners  
*Duration:* Four full days

*Sponsoring Org.:* SAFDE  
*Workshop Name:* Bias & Contextual Information in Forensic Document Examination  
*Duration:* One half-day

*Sponsoring Org.:* SAFDE  
*Workshop Name:* Pikaso Write-On 3.0 Orientation Workshop  
*Duration:* One half-day

*Sponsoring Org.:* AAFS  
*Workshop Name:* Machine-Readable Technologies in Travel and Identity Documents  
*Duration:* Two half-days

*Sponsoring Org.:* CSFS  
*Workshop Name:* Theory of the Logical Approach to Evidence Evaluation  
*Workshop 2 Name:* Application of the Logical Approach to Forensic Handwriting Casework  
*Duration:* Two full days

*Sponsoring Org.:* SWAFDE  
*Workshop Name:* Logic and Reason: The Science of Identification  
*Duration:* One full day

### **FSAB Committee Report – Gary Licht**

This report covers the period between January 1, 2017 and April 5, 2018.

1. The ABFDE annual report to FSAB was sent in March of 2018, and receipt of the report was acknowledged.
2. The new FSAB Policies and Procedures were posted in February of 2018. Some changes will likely be needed in ABFDE's RPG. It is suggested by the VP that in each place in the RPG that refers to the practical evaluations, that the word "test" be removed. There will still be a written examination, **a practical evaluation**, and an oral examination, AKA the oral board. Thus, these two phases are proctored, the examination phases in FSAB and ISO 17024 parlance. Those changes would begin with the Table of Contents, p v, and in Section IV E at 4.1, and G 3 and through G 4.4 on page 39 of the RPG.

3. It is also suggested that when a candidate has passed the written examination and has requested the practical materials, that if the candidate has co-workers, then a letter of agreement be sent to the supervisor of the forensic document examination section. This letter would contain language similar to that which the candidate receives and clearly states that no advice can be given to the candidate regarding the work conducted on the practical materials. For discussion the following is offered:

*You are a supervisor or manager of the forensic document examination section (unit) at (location) where candidate (name) is going to complete practical materials which closely resemble actual case material. The candidate has 45 days to complete the work. The candidate has agreed to confidentiality of the materials, and to not receive outside assistance in completing the examinations and reaching conclusions. It is also asked of you to provide the time and equipment necessary to complete this phase of testing for certification. Also, please agree to not provide assistance in the decision-making process, and to instruct any other co-workers in that same unit to not provide assistance to the candidate in the decision-making process and ultimate conclusions.*

*To signify agreement, please sign and date below, and return a copy to (name of Committee Chair)*

4. It is also suggested that at least one proficiency test be taken in the five year recertification period. This would involve a change to Section IV H, 3,

Current language 3. *The various activities for which points can be accumulated are described as follows:*

Proposed new language 3. *The various activities for which points can be accumulated include taking at least one proficiency test, and the following:*

This should satisfy any further interpretation of ISO 17024 section 9.6.4, even though FSAB has currently clearly stated that no examinations are required for recertification. If one interprets 9.6.5 as providing the view that recertification should include a little stronger look at the individual, than the proficiency test should suffice.

5. The on-site evaluation will have to be worked on in the next few years. Input from FSAB will be needed, after they have completed additional on-site assessments.

6. FSAB P and P section 4.8.4 needs revision. CABs are not library curators, and the CAB does not maintain published research material and other scholarly materials. The forensic professionals are the ones that must have access to the material that is foundational to their work. I will seek guidance from FSAB, but need some history on 4.8.4.

7. Address and discuss FSAB section 4.5.3, internal audits.

## **Public Relations Committee Report – Katherine Schoenberger**

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

**I am looking for an electronic version of the brochure.**

Treasurer Jim Green submitted and paid for the renewal of our logo.

## **Recertification Committee Report – Tom Riley**

The Recertification Committee consists of the following members: Chair Thomas Riley, Manager Todd Welch (A-F), Manager Sean Espley (G-L), Manager Larry Olson (M-R) and Manager Alan Kreitl (S-Z).

1. As of January 1, the ABFDE has 105 active Diplomates. This number does not include the three Diplomates cited below who have resigned and/or retired during the past year and may technically be Diplomates until July.

- Four (4) new Diplomates completed the testing process and were issued an ABFDE Certificate of Qualification and Membership Card:

*Jason Le      Sandra Miller Raudabaugh      Meg O'Brien      George Lehman*

- Twenty-three (23) Diplomates met the recertification criteria for the next five (5) year period and have received their Certificate of Recertification and new Diplomate Membership card:

<i>Miriam Angel</i>	<i>Bonnie L. Beal</i>	<i>Nancy M. Cox</i>
<i>Steven G. Drexler</i>	<i>Donna O. Eisenberg</i>	<i>Sean A. Espley</i>
<i>Deborah N. Foley</i>	<i>Charles L. Haywood</i>	<i>Lloyd J. (Jim) Josey, Jr.</i>
<i>Gary Licht</i>	<i>Jeffrey H. Luber</i>	<i>Patricia A. Manzolillo</i>
<i>Carl R. McClary</i>	<i>Joseph G. Merydith</i>	<i>Jason Lee Miller</i>
<i>Traci Moran</i>	<i>Donald D. Moryan</i>	<i>Kirsten A. Singer</i>
<i>Kathleen Maguire Storer</i>	<i>Andrew T. Szymanski</i>	<i>Jeffrey S. Taylor</i>
<i>Rigo Vargas</i>	<i>Thomas W. Vastrick</i>	

- Three (3) Diplomates resigned and/or retired:

*Melvin Cavanaugh      Rick Horton      Chester W. (Chet) Ubowski*

2. 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 annual Notice of Points Awarded (NOPA) forms, letters, Recertification Applications, and copies of Member cards and Recertification Certificates.

3. Recertification Managers audited Diplomate files to ensure 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 2017 ABFDE Directors meeting, a discussion was held regarding proposed changes to the bylaws. We were not able to vote on the proposed changes at that time due to inadequate notification; however, a vote should be held at the 2018 meeting. The following is an abstract of that discussion taken from the 2017 ABFDE BOD meeting minutes:

*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.*

During the 2017 BOD meeting, various changes were made to the non-bylaw section of the Rules & Procedures Guide (these changes did not require prior notification):

A change was made to create a Retired Status. The following excerpts are taken from the 2017 ABFDE BOD meeting minutes:

*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.*

Other changes were made regarding the composition of committees. The following excerpts are taken from the 2017 ABFDE BOD meeting minutes:

*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.*

My notes indicate a change may have been made to this section that was not covered in the minutes. This change involved the duties of the Vice President in Section IV, subsection A, paragraph 2.2. I propose that we discuss this paragraph at 2018 meeting. Assuming the proposed bylaw change discussed earlier in this report passes, we should also discuss the duties of the Vice President in paragraph 2.1.

### **Test Preparation and Validation Committee Report – Linda Mitchell for Lisa Hanson**

This report is for 2017-2018.

Marie Durina and Lisa Hanson are presently working on several practicals to submit to the Board for validation. All practicals will be multifaceted; however, all practicals will always include a source of handwriting examinations, be it signature(s) and/or handprinted/cursive bodies of writing.

All practicals will be weighted in accordance to the percentages resulting from the email online survey of ABFDE Diplomates, taken when the ABFDE was consulting with the American College Testing (ACT). The number of responses from the Diplomates was found to be acceptable by the representative from ACT, being paid to consult with the Board, as it was over 70% of the ABFDE Diplomat body. In addition, the ACT representative stated the resulting blue print percentages should be used when choosing testing topics for all future Written test questions, as well as for all Practical. The percentages were calculated from the information gathered in the email survey and can be found in the attached PDF titled **ABFDE Final Test Blueprint**.

#### *Additional history note:*

All Diplomates were asked, via email and Survey Monkey, to list the average number of cases they worked per year, over the past few years, and on average, they were also asked to list examination types (i.e. handwriting, printing processes, copiers, printers, typewriters, indented impressions, etc.). Date of this action was somewhere between 2008 -2011, however, I am not completely certain.

Marie and I are working to be able to submit two or three tests this summer (2018). However, because the TP & V Chair is one of the Practical Makers, I recommend the following review and validation process will be followed:

1. The TP & V Chair requests the Board delegate three Diplomates of the Board choosing to become the three members of the Test Prep and Validation Committee. These will be the members assigned to work through the new practicals.

2. These three committee members should not be aware of the person(s) constructing the practicals.
3. Upon completion of working the new practicals and possibly making additional comment about the practicals, the three committee members will be instructed to send their results and comments to the Testing Committee Chair, who at this time is Linda Mitchell.
4. The Testing Chair will then contact either Marie Durina or Lisa Hanson to give the results of the three committee members and what changes, if any, must be made to the practicals.
5. If changes are needed, the changes will be made and the Practical will be sent to **three new** Diplomates to be worked again. This process (steps 3 – 5) will repeat until no additional changes are needed; with results always being returned to the Testing Committee Chair and not the Test Preparation and Validation Chair.
6. If no changes are needed, the Practical(s) may be added to the Practical pool.

#### Status of Standard Operating Procedures:

The Test Preparation and Validation Standard Operating Procedure was reviewed. At this time, no changes or updates were needed. Additional changes may be made at the 2018 Annual ABFDE Board of Directors Meeting, 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.

## Final Test Blueprint

Content Areas		Primary Items Have	Secondary Items Have	Need
<b>I. Handwriting</b>	14%	30	1	
A. Development of handwriting	2	2		0
B. Knowledge of the significance of elements of handwriting and hand printing	2	12		-10
C. Knowledge of the significance of factors affecting handwriting	2	6		-4
D. Knowledge of the significance of handwriting standards	2	2		0
E. Knowledge of Genuine and Non-Genuine Characteristics	2	4	1	-2
F. Comparative Analysis and Identification	4	4		0
G. Notes, report preparation, and opinions	2	0		2
H. Instrumentation and Techniques	2	0		2
Total Items	18	30		-12
<b>II. Writing Instruments and Inks</b>	16%	10	4	
A. Characterization of writing instrument	2	1	2	1
B. Characterization of ink	2	3		-1
C. Non-destructive ink differentiation	2	0		2
D. Destructive ink differentiation (e.g., TLC, HPLC, GC-MS, solubility)	2	3		-1
E. Ink identification	2	0		2
F. Limitations of results	2	0		2
G. Comparative Analysis and Identification	2	1		1
H. Notes, report preparation, and opinions	2	2		0
I. Instrumentation and Techniques	3	0	2	3
Total Items	19	10		9
<b>III. Paper</b>	8%	8	5	
A. Manufactured Properties	2	6	2	-4
B. Post manufactured Properties	2	0		2
C. Comparative Analysis and Identification	2	1	1	1
D. Notes, report preparation, and opinions	2	0	2	2
E. Instrumentation and Techniques	2	1		1
Total Items	10	8		2
<b>IV. Machine Examination</b>	13%	27	2	
A. Printing Processes	4	12		-8
B. Typewriting	2	3	2	-1
C. Other Office Machines	4	9		-5
D. Comparative Analysis and Identification	2	3		-1
E. Notes, report preparation, and opinions	2	0		2
F. Instrumentation and Techniques	2	0		2
Total Items	16	27		-11
<b>V. Dating</b>	14%	4	1	
A. Types of anachronisms that would provide dating evidence	2	0		2
B. Introductory dates for technologies	2	3		-1

<b>Content Areas</b>		Primary Items Have	Secondary Items Have	Need
C. Dating value of watermarks, indented impressions, writing instrument, ink transfer, and offsetting	4	0		4
D. Dating value of machine wear and defects/malfunction	2	1	1	1
E. Form information as a document dating aid	2	0		2
F. Comparative Analysis and Identification	2	0		2
G. Notes, report preparation, and opinions	2	0		2
H. Instrumentation and Techniques	2	0		2
Total Items	18	4		14
<b>VI. Alterations</b>	<b>20%</b>	<b>1</b>	<b>0</b>	
A. Surface damage	2	0		2
B. Document manipulation	2	1		1
C. Staples, tapes, adhesives, paper clips, binders, perforations	2	0		2
D. Decipherment of obliterations and alterations	2	0		2
E. Decipherment of indented writing	2	0		2
F. Evaluation of fold, printing, and writing sequence	2	0		2
G. Specialized Laboratory Instrumentation and Techniques	5	0		5
H. Comparative Analysis and Identification	2	0		2
I. Notes, report preparation, and opinions	2	0		2
J. Instrumentation and Techniques	3	0		3
Total Items	24	1		23
<b>VII. Photography and Digital Imaging Techniques</b>	<b>9%</b>	<b>2</b>	<b>0</b>	
A. Photography Techniques	3	1		2
B. Digital Imaging Techniques	8	1		7
Total Items	11	2		9
<b>VIII. Legal and Ethical Considerations</b>	<b>6%</b>	<b>4</b>	<b>0</b>	
A. Legal Considerations	4	4		0
B. Ethics	3	0		3
Total Items	7	4		3
<b>Totals</b>	<b>123</b>			

## Historian – Miriam Angel

This report covers the period January 1 through December 31, 2017

The following documents were uploaded to the ABFDE website:

- Diplomat page: 2017 Directory of Diplomates, Minutes of the 2017 BOD Annual Meeting (Diplomat version)
- Director page: 2017 BOD Minutes (Director version), BOD Committee Assignments, BOD Terms, and updated letterhead

Previous versions of all documents have been archived electronically.

Ted Burkes is in possession of several boxes of Historian records. The plan is to digitize these documents to save the cost of shipping them from person to person.

## **Testing Committee Report – Linda Mitchell**

2 New Diplomates – Jennifer Fuhrman and Kristen Welch

### Candidate Report

9 total candidates

4 – Waiting for Practical Review

4 – Practicals still out

1 – Passed written

### Testing Procedures

Practical tests being sent to the reviewers via Dropbox. Does that work for the test reviewers? If so, is it necessary to have the candidates send four copies of their report?

Results of email thread about video testing – Consensus that the candidates should be present for Oral Boards and should attend the appropriate meeting. Because the orals represent court testimony as well as the candidate's understanding of the subject matter, it is important to recreate a setting that is comparable and that there is a forum for open dialog between the panel and candidate.

Oral Board procedures have become more interactive in that questions are asked during the presentation to confirm that the candidate has a working knowledge of the subject matter. This makes the 90-minute session go long and does not allow for presentation of all three scenarios. Discuss the following:

- Reducing the number of scenarios to present
- Reducing the number of practicals required.
- New practicals submitted should be more inclusive for types of analyses.
- Return to the formal presentation format with questions at the end.
- Lengthen testing time on an as-need basis.

The Board discussed extending the Oral Board time to 2 ½ to 3 hours or having the candidate present just one or two practicals instead of three. The general feeling was that extending the time would be appropriate, but we should continue to ask the candidate to present three practicals.

It was also generally agreed that the presenter have an opportunity to present the entire case before questions are asked.

It was also generally agreed that there is no longer any need to have the candidate print and submit more than one hard copy of his/her work product along with a digital copy.

The SOP's will be edited to reflect these changes and posted on the Googedrive site.

## **Secretary Report – Miriam Angel**

This report covers the period January 1 through December 31, 2017

On August 27, 2017, the BOD was asked to vote on whether or not to award candidate George Lehman Diplomate status. A unanimous affirmative vote was reached.

On September 11, 2017, the BOD was asked to vote on whether to approve the Nominations Committee nominee, Larry Olson, as a new Director of the Board to replace Rick Horton. A unanimous affirmative vote was reached.

### **Nominations** – Bonnie Beal

The Nomination Committee was not needed this past year; therefore, no business was conducted.

### **Website** – Katherine Schoenberger

This report is for July 1, 2017 to March 27, 2018

I have reviewed the website. The following are some of the things that have been done:

1. The incoming BOD members' information has been added to their designated assignments.
2. Outgoing BOD members' information has been deleted.
3. Various e-mail addresses of Diplomates have been updated
4. The AskSam link has been removed/ AskSam viewer has been added
5. A link on the front page has been added to link to the PayPal area on the contacts page

In the past, it has been brought up that the website is outdated and changes should be considered. The following is information from Webmaster Laureen Leavers:

<<<

The ABFDE website is now old programming. It needs to be completely reprogrammed to be more efficient and secure. The original website was a simple one, created by Randy Gibson, which I maintained for several years before I was asked to build the current website. I don't have the time or the energy to build a new one. I will be glad to maintain the present website for as long as needed and to help transition to whoever will take it over. I will always be available to answer any questions.

I know the website needs a change of information page. There are probably pages created for special uses that may no longer be relevant. And newer technology could be incorporated.

Thanks to all the Board members who have allowed me & Bill to be a webmaster for over 13 years.

Laureen Leaver

>>>>

**The Leavers are paying \$334 per year to maintain the current website.**

The main questions to discuss:

What is the purpose of the ABFDE website?

What do we want it to do?

How much can we budget?

### **Vice President** – Gary Licht

This report is for calendar year 2017.

Testing committee has been transferred to a designee chairperson, Linda Mitchell

Syllabus – see Syllabus report

FSAB annual report submitted. Thank you, Tom for numbers of reaccreditations, and Linda for numbers in testing process.

The Vice President and President will be watching the lawsuit closely. Thank you to Farrell for Pacer related updates and downloads. Funding dilemma will be determined later. Plan is for Mandell Menkes to approach CNA. After a dismissal, a close eye will be kept out for long term effects. Change of insurance providers is recommended.

No PRC activity in 2017.

Jim filed DCRA update in March, a two-year renewal.

FSAB for next four years. Recommend new letter of agreement for host lab of test taker for practicals. I recommend same language that goes into letter to test taker be modified and go to proctor lab also. No firm language from FSAB, but want to be proactive, and this should be no modification to what is already occurring. See FSAB Report.

### **ABFDE Syllabus – Gary Licht**

Work on the application to maintain an active syllabus is nearly complete. The current task is to find a host site. Once a host site is working, testing can begin. A news update will be posted in an ABFDE newsletter when testing is underway and to describe the syllabus application. Keywords developed by the ABFDE BOD in conjunction with ACT will be the static component. Those keywords will be added to the articles, along with other pertinent keywords, to allow for training programs to find applicable articles. It is viewed that current OSAC members will be heavily involved in the testing of the application, particularly regarding foundational research articles, applied research articles, and all things regarded as necessary reading in a training program. Thus, the work on adding the keywords into the database will be progressing with the help of those who have trained document examiners.

### ***Additional***

It was decided that committee reports should cover the entire previous year through the time just prior to the current meeting.

### **OLD BUSINESS**

#### **Dues Increase Feedback – All**

There were no resignations because of increased dues.

#### **Per Diem Rules – Jim Green**

Keep receipts and fill out the Expense Report form.

#### **Credit Card – Jim Green**

To apply for a credit card, there needs to be an individual willing to insure any loss, and this person's credit report could be affected. Jim will enquire about debit cards for EFT or using our PayPal

account. In the meantime, we will continue to use checks to send advanced payments to the hotel for BOD meetings.

### **BFDE Lawsuit – Ted Burkes**

Currently, the judge is considering a Request for Reconsideration of his initial judgment to dismiss the plaintiff's case.

Based on an email from Tom Vastrick, the plaintiffs have a new attorney and it is believed that they are going to appeal.

### **OSAC Update – Gary Licht**

OSAC continues to function and the Document Examination Subcommittee continues to revise standards. The processes used are bureaucratic and confusing, but subcommittee has already sent two standards to ASB – Scope of Work of Forensic Document Examiners, and Alterations. Two more standards are nearing the point when they can be released to ASB – Standard for Handwriting Examinations and Standard for Indentation Examinations. Other standards are in process.

It should be noted that forms and templates have changed continually over the last four years. Thus, if one looks at the Group Dynamics Theory of Forming, Storming, Norming, Performing, the collaborative OSAC – ASB process is continually reverting to Forming and Storming, while the subcommittees have moved into Norming and Performing. It is a frustrating but necessary process.

### **SWGDOC Generic Training Guide – Ted Burkes, Gary Licht**

This has been taken up by the Forensic Document Examination Subcommittee of OSAC.

### **Affirmation Statement on Applications – Ted Burkes, Gary Licht**

The Secretary will ensure the affirmation statement is on the original application, and Tom Riley will ensure it is on the recertification application. Tom will also update the Recertification Chair SOP to reflect that the recertification application be sent to Anne at the corporate office.

### **FSAB – Ted Burkes, Gary Licht**

Discussed the FSAB requirement that all tests be proctored. It is not feasible for our practicals to be proctored. FSAB has praised the nature of our practicals, and we need them to resemble actual casework as much as possible. Discussed changing the term “practical test” to something that demonstrates they are necessary to advance through the certification process but are not actual tests. “Practical case assignment” was thought to be the best term. **The practical cases must be reviewed and determined acceptable for the candidate to advance to the oral presentation.** The Oral Board, which is proctored by a combination of three Directors or Diplomates, is the test of whether or not the candidate understands and can defend his or her work on the practical case assignment.

Motion by Schoenberger to change “practical test” to “practical case assignment.” Espley seconded. Motion passed.

Due to this change, there is no need for the proposed letter in #3 in the FSAB committee report above. For #4 of that same report, we should revisit next year once FSAB has clarified their requirements on proficiency tests.

Motion by Mitchell to table until next year. Licht seconded. Motion passed.

Considered whether FSAB requirements for internal audits is being satisfied. Recertification managers audit candidate records. Treasurer's books are externally audited every 5 years. Table discussion of recertification managers auditing each other's records until the records are digitized.

### **Extension of Terms for Riley and Shiver – Ted Burkes**

Linda Mitchell moved to extend Tom Riley and Farrell Shiver for another 4-year term on the ABFDE Board of Directors. Gary Licht seconded. The motion passed unanimously.

## **NEW BUSINESS**

### **Treasury Audit – Jim Green**

Discussed adding internal audits to supplement external audits in order to save costs. Currently, treasury audits cost approximately 5% of the Board's annual income. Alan Kreitl and Linda Mitchell agreed to perform an internal audit this year, prior to the external audit scheduled for July 1, 2019.

### **Hurricane Harvey – Ted Burkes**

Discussed digitizing the files at the corporate office and whether we should buy locking file cabinets. It was agreed to buy 2 locking file cabinets since it will take some time to hire a company and digitize the files. Ted Burkes will ask Anne to order the file cabinets and to find out the nature of the files kept in her office so we can determine what files can be destroyed and which must be kept. We are required to keep the hard copy of the original application. Ted will also ask Anne to get a quote for a company to digitize the records.

Tom Riley moved to purchase two locking file cabinets for the corporate office. Gary Licht seconded. Motion passed unanimously.

### **Bylaw Change – Farrell Shiver**

The Board voted on the following Bylaws change:

#### **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.

Tom Riley moved to accept this change. Larry Olson seconded. The motion passed unanimously.

The Board also voted on the accompanying change to Section IV Policies and Procedures, A.2 Vice President:

Current:

- 2.1 The Vice President serves as the presiding officer of the Board in the absence of the President. The Vice President will fill a vacancy in the office of President occurring during his/her term of office. These two executive officers must, therefore, communicate effectively and often to ensure both are aware of all issues which may require immediate action.
- 2.2 The Vice President serves as Chairperson of Professional Review Committees and, as such, is responsible for evaluating all written complaints against other Board Diplomates.
- 2.3 The Vice President serves as Chairperson of the Testing Committee and is responsible for coordinating the testing process.

Proposed:

- 2.1 The Vice President serves as the presiding officer of the Board in the absence of the President. The Vice President will fill a vacancy in the office of President occurring during his/her term of office. If the Vice President is unable to fill the vacancy, the vacancy will be filled in accordance with the bylaws. These two executive officers must, therefore, communicate effectively and often to ensure both are aware of all issues which may require immediate action.
- 2.2 The Vice President serves as Chairperson of Professional Review Committees and, as such, is responsible for evaluating all written complaints against other Board Diplomates. If the Vice President is unable to serve as Chairperson, the President will appoint the Chairperson.

Farrell Shiver moved to accept this change. Gary Licht seconded. The motion passed unanimously.

#### **Update to Recertification Table – Tom Riley, Ted Burkes**

Discussed numerous changes to the number of points awarded for various items. Tom Riley will update the recertification table as soon as possible and send to Board members for an electronic vote.

#### **Ethics Complaint Procedures – Ted Burkes**

Discussion on who should be able to file a complaint. It was decided that anyone can file a complaint. It is up to the President to determine if the complaint has merit and a Profession Review Committee assembled to investigate it.

### **Updating SOPs and Forms – Ted Burkes**

All Committee Chairs should update their SOPs and forms by the end of May 2018.

### **File-Sharing and Accessibility of SOPs and Forms – Katherine Schoenberger**

Katherine Schoenberger demonstrated how the Board could use Google Drive to share updated forms and SOPs and edit or comment on documents in the process of being updated. Working copies of all documents should be deleted once an approved version is available, and only the approved version is uploaded to Google Drive and to the website. Secretary Angel will open a Gmail account that can be passed on to the next Secretary, and she will set up the folders on the account so that each committee can have access to their documents. It was noted that in order to edit documents on Google Drive, you must have a Gmail account.

### **SOPs to ASQDE – Ted Burkes**

It was agreed that we can send our SOPs to the ASQDE. Ted will ask Lisa Hanson, who is currently the Treasurer of the ASQDE, what exactly they need.

### **ABFDE Insurance Policy – Jim Green, Ted Burkes**

Treasurer Green is considering changing insurance companies. Our current company, CNA, did not cover us for the BFDE lawsuit because ABFDE was mentioned in an article, and they have a media coverage exclusion. Since we need to renew our coverage with CNA next week, we will continue with them if and until another company with better coverage can be found.

### **Committee Project Assignments – Ted Burkes**

Larry Olson agreed to help work on the ABFDE Syllabus and the Public Relations Committee. Tom Riley also added the ABFDE Syllabus to his list of duties. The remainder of the committee assignments remain the same.

### **Treasurer – Ted Burkes**

President Burkes stated that Treasurer Green's term would be up in a year and a half and asked that the Board members think about taking over as Treasurer by the next meeting, so that there could be some overlap in time for Treasurer Green to train the new Treasurer.

### **International Applicants – Miriam Angel**

Secretary Angel asked for guidance on whether to ever accept international applicants. It was noted that there was no way to accurately assess the education and training of candidates from foreign countries, especially when they are not from English-speaking countries. Acceptance of candidates from Australia and New Zealand is still in the experimental phase as it is. A large part of the reason an exception was made for them is that members have been attending our meetings for many years. It is still possible we would accept international applicants in the future, depending on how it goes with our Australian and New Zealand Diplomates.

## **Newsletter – All**

Linda Mitchell advised that it is difficult to get Diplomates to contribute to the newsletter, and once the newsletter is finally published, the information is outdated. She suggested we send updates by email to Diplomates. It was also suggested we include a blog behind the Diplomates section of the website if we update the website to allow this functionality. We may also consider a closed Facebook group in the future.

## **Website – All**

It was decided to move forward with updating our website. Tom Riley asked his website designer, Eric, for a quote, and he advised it would be \$1200 and take approximately 5 weeks to do. Although we discussed doing the website ourselves using WordPress, we realize it would take too long for someone to move all of our files to the new site, and working with a professional would be best. Katherine will be the webmaster and will discuss more details with Eric. Miriam will assist her. Any Board decisions needed will be voted on electronically.

Our current domain name registration expires in 2026.

## **Calligrapher - All**

It was mentioned that Lloyd cannot always complete a new Diplomat's certificate in a timely manner for various reasons. Linda Mitchell is looking into how much it would cost if we need to hire a backup calligrapher.

## **2019 Meeting Dates and Location – All**

The next meeting will be in Houston, TX. March 22-24, 2019 (primary) and April 4-7, 2019 (secondary) were decided on as potential dates.

Tom Riley moved to adjourn. Sean Espley seconded. Motion passed unanimously.