

Minutes of the 2021 BOD Annual Meeting

Submitted by Larry Olson

The ABFDE Board of Directors met virtually for their annual meeting on March 12 and 13, 2021 via Zoom. All Directors were present: President Ted Burkes, Vice President Gary Licht, Secretary Larry Olson, Treasurer Katherine Schoenberger, and Directors John Barnett, Miriam Angel, Lisa Hanson, Alan Kreitl, George Lehman, Meg O'Brien, Sandra Raudabaugh, Tom Riley, and Farrell Shiver.

Agenda - Motion to adopt the Agenda as published was unanimously passed (Motion by Angel, second by Licht).

2020 BOD Meeting Minutes - unanimously approved (Motion by O'Brien, second by Hanson).

Treasurer's Report – Katherine Schoenberger

The following comments relate to fiscal activities from January 1, 2020 to December 31, 2020.

Filing of IRS 990-N:

Allyson DeHart, an accountant with The Hobbs Group, filed the form on the Board's behalf in November 2020.

Department of Consumer and Regulatory Affairs (DCRA):

Filing to maintain incorporated status was due this year and was paid on March 31, 2020 using the Bank of America (BoA) debit card for \$80. The updated form is required every two years with the next filing deadline of April 1, 2022.

US Patent and Trademark Office:

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

B of D Liability Insurance – CNA Insurance Company:

A payment in the amount of \$2,470 was made via electronic check to CNA Insurance Company March 4, 2020. It is a 2-year term policy with renewal due by March 4, 2021.

We decided to stay with CNA and renew the Directors & Officers Liability policy for 2 years, 2021-2023, for \$3760 (\$1166 cheaper than the previous 2yrs). We are in the process of adding a media clause and no information is available about pricing as of this report.

Ames Fund:

During the past year, interest from the CD in the amount of \$3.05, and \$13.61 from the Savings account was added. The prior balance in the fund was \$4,554.26.

The current balance is \$4,570.92.

As a reminder, the Ames account is not a separate fund; it is simply a dedicated balance that currently exists in the savings account.

The historical intent for donations made to the Ames Fund was to provide financial assistance to Diplomates preparing responses to the critics of the profession. Expenses paid from the fund, established approximately 20 years ago, are no longer incurred by the Board. The funds are currently available for costs related to written and practical test preparation, and public relations.

Upon the exhaustion of the account funds, the Ames Fund shall cease to exist.

District of Columbia representation:

Payment in the amount of \$121.21 was made to the Corporate Service Company on January 6, 2020 to maintain statutory representation in D.C during 2020. (The ABFDE was originally incorporated in Washington, D.C.)

FSAB Accreditation:

A maintenance fee payment was made to FSAB in the amount of \$794.00 on November 3, 2020. The fee is assessed based on the number of diplomates.

Royalty Payments:

Hilton 2nd Edition Sales:

No sales royalty was received during the year. But in November I was contacted by Taylor & Frances Group asking for banking information for direct deposit of royalty payments.

Forensic Document Examination in the 21st Century:

Thank you, Miriam Angel and Jan Seaman Kelly. The royalty payments for this book will be given to the Board. Sales started in December 2020. No royalty payments have been received yet.

Diplomate payments for dues:

2020 – 2021 dues payments totaled \$ 32,200 plus \$150 late fees
Actual amount deposited \$31,524.65 because PayPal transaction fees were \$825.35.

77 dues paid via PayPal

15 dues paid via check

92 dues paid

Bank Account balances (as of 12/31/20):

CD: \$ 7,598.81 (Currently earning 0.01% interest. Maturity date 5/14/21)
Savings: \$ 50,341.12 (Interest accumulated \$13.61 for the year)
Regular Checking: \$ 14,993.24 (12/31/19 balance was \$23,680.18)

On October 23, 2020, \$20,000 was transferred from the checking account to the savings account to take advantage of earning interest.

A 'Profit and Loss' statement for the 2020 calendar year is attached.

Board of Directors' Meeting 2020

Due to the pandemic, we cancelled the March 2020 meeting at the Hyatt Regency Houston Galleria within a week of the planned meeting. We had paid a deposit of \$2,500 in the fall of 2019. As a result of the cancellation, we were contractually obligated to pay a cancellation fee of \$4,889. Hyatt was very accommodating by allowing us to use the cancellation fee as credit to our rescheduled in-person meeting. We attempted July but cancelled due to too few directors available to travel. We eventually had a Zoom virtual meeting October 2020. We rescheduled the Hyatt Regency for March 12-14, 2021.

We incurred a cancellation fee of \$668 to the hotel's AV company, Encore Event Technologies.

Some director's airfares were paid due to the inability to get refunds. (\$1,662)

Our rescheduled 2021 in-person BOD meeting was eventually cancelled. Therefore, we have forfeited all of the \$4,889 and \$668.

Banking Considerations

The BoA debit card was used three times in 2020 to make purchases.

1. The DCRA filing for \$80.

The other two were for Zoom:

2. Two 1-month memberships (\$32.37 total) for our October 2020 BOD Annual Meeting.
3. In November, a yearly membership for Zoom was purchased for \$129.52 to help facilitate oral panels, committee, and BOD meetings.

The BoA website has an option to lock the debit card. It was locked by me to protect from unauthorized uses. On December 25, 2020, I received an e-mail notification that a transaction could not be processed because the debit card was locked. I looked into it and it appears someone was attempting to purchase a Peloton using the debit card number. This was obviously a fraudulent transaction. On January 15, 2021, I was notified of a second transaction not being processed because the debit card was locked. It was another attempt to purchase a Peloton. No other attempts have occurred. NO loss was incurred.

I no longer need the debit card to complete transactions. I used the mobile deposit option for paper checks used to pay dues. And a new BoA office will be opening in my city within the next few months.

I have looked into opening a credit card in the name of the ABFDE. It would require a signed letter on ABFDE letterhead approving opening the card. There is no annual fee. Any balance would need to be paid off monthly.

Certificate of Deposit

The CD holds \$7,598.81. It is currently earning 0.01% and renews every 9 months. It is a “Risk Free” CD which allows for cashing out at any time. However, it is earning a much lower interest rate than other investments.

We agreed at the October 2020 BOD meeting to open a new CD with a higher earning option. As of March 2, 2021, the best option is a 7-month CD at 0.05% at a minimum of \$10,000. Approximately, \$2,400 will need to be taken from checking to increase the CD investment to the minimum \$10,000. This will occur in May 2021.

Annual Review of Records:

A review of records was not conducted. No audit has occurred in 2020.

ABFDE
Statement of Activity (Profit and Loss)
January - December 2020

	Jan - Dec
Revenue	
Annual Dues - 2020 (92 diplomates)	32,350.00
Late fee for dues	150.00
Application Fee	0.00
Total Revenue	\$ 32,500.00
Gross Profit	\$ 32,500.00
Expenditures	
ABFDE B of D Mtg 2020	
Airfare & Travel	1,662.46
AV cancellation fee	668.98
Hyatt balance of \$4889 cancellation fee	2,389.00
Total ABFDE B of D Mtg 2020	\$ 4,720.44
Accounting Fees (audit)	3,000.00
Administration	7,457.66
FSAB Maintenance Fee	794.00
Insurance	2,470.00
Legal Fees	121.21
Non-profit Corporate filing	80.00
Office expense	1,144.05
PayPal fees	825.35
Postage and Delivery	255.13
Printing and Reproduction (certificates)	516.75
Software (Zoom and Quickbooks)	620.22
Tax (from certificates)	42.63
Testing / Oral Board	55.10
Oral Boards Room rental AAFS 2020	202.06
Total Testing / Oral Board	\$ 257.16
Total Expenditures	\$ 22,304.60
Net Operating Revenue	\$ 10,195.40
Other Revenue	
Interest Earned	13.61
Total Other Revenue	\$ 13.61
Net Revenue	\$ 10,209.01

Website – Miriam Angel

April 2020 to March 2021

Our SSL certificate, which encrypts data to and from the website and is crucial for website security, was set to expire on April 1, 2021. There were two options with GoDaddy:

1. Renew the SSL certificate for \$94.99 and keep our current website security plan, which costs \$83.88/yr. With our current plan, there is a daily website scan for malware. Note the total under this option is \$178.87/yr.
2. Upgrade our website security plan, which includes the SSL certificate, for \$240/yr. Since we have credit from our current plan, the cost is \$159.08 for coverage until August 2022. This upgraded plan includes a Website Application Firewall (WAF).

According to GoDaddy, the difference between the security plans is that the firewall helps prevent website attacks from happening, whereas the malware scan finds problems that have already occurred, meaning there is at least some time and effort needed to fix the problem. (Note the WAF is different than the firewall GoDaddy already has on their servers. Each server hosts numerous websites.)

Because we would be charged another \$94.99 on April 1, 2021 to renew the SSL certificate if we stayed on our current plan, it does not cost must more to upgrade the plan until August 2022. Ted Burkes, Farrell Shiver, and I agreed to upgrade and that was done on February 10, 2021.

Before the August 2022 renewal date, I recommend the Board reassess the plan options. Presumably, there will be different products and plans available at that time.

Credentials Report – Larry Olson

March 20, 2020 to March 12, 2021

No candidates were passed to the Testing Committee during this reporting period.

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

No applicants are in the Credentials process as of March 11, 2021.

Continuing Education Committee Report – Miriam Angel

October 2020 to March 2021

The following workshops were held during the time of this report and were approved for recertification points:

Sponsoring Org.: American Academy of Forensic Sciences

Workshop Name: Complete Introduction to Digitally Captured Signatures and a Tutorial for Namirial's Firma Certa Forensic Analysis Tool
Workshop Date: February 15, 2021 Location: Virtual
Points Awarded: 3

Sponsoring Org.: American Academy of Forensic Sciences
Workshop Name: Technology and Design of Security Documents for Counterfeiting and Alteration Resistance
Workshop Date: February 16, 2021 Location: Virtual
Points Awarded: 6

Note: because the conference was virtual, attendance was confirmed by this committee through AAFS attendance lists or registration receipts.

The following workshop, to be held in the fall, has been approved for recertification points:

Sponsoring Org.: Southeastern Association of Forensic Document Examiners
Workshop Name: Forensic Examination of Electronic Signatures
Workshop Date: September 23, 2021 Location: Pensacola, FL
Points Awarded: 6

Public Relations Committee Report – Meg O'Brien

October 2020 to March 2021

The Public Relations Committee was not needed during the above time frame; therefore, no business was conducted.

Recertification Committee Report – Tom Riley

October 20, 2020 to March 5, 2021

The Recertification Committee consists of the following members: Chair Thomas Riley, Manager George Lehman (A-F), Manager Miriam Angel (G-L), Manager John Barnett (M-R) and Manager Alan Kreitl (S-Z).

1. As of March 5, 2021, the ABFDE has 93 active Diplomates who have paid their dues. This number does not include the Diplomates cited below who have resigned, semi-retired, retired or no longer wish to seek recertification.
2. Sixteen (16) Diplomates are currently in the process of recertification for the five (5) year period

ending in 2021: *Andrew Barton, Lisa Hanson, Alan Kainuma, Diane Kruger, Robert Lesnevich, Jane Lewis, Darlene Morin, Jennifer Naso, Joseph Parker, Jeffrey Payne, Thomas Riley, John James Ross, Tobin Tanaka, Todd Welch, and George Virgin.*

3. One (1) Diplomat has requested a hardship extension but will be unable to complete his recertification requirements for health reasons.

4. Two (2) Diplomates have resigned, semi-retired, retired or no longer wish to seek recertification: *Janis Tweedy and Karen Oroku.*

5. Two (2) files are being maintained for each Diplomat. The appropriate Manager keeps a digital 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.

6. The Executive Board will audit a representative sampling of the Diplomat electronic files maintained by the Recertification Committee during the Annual Board of Directors Meeting held virtually via Zoom on March 12 - 13, 2021.

Rules and Procedures Committee Report – Farrell Shiver

October 23, 2020 to March 5, 2021

Various changes were made to the Rules and Procedures Guide (RPG) during the 2020 annual Board of Directors meeting in October. ABFDE Secretary Larry Olson made the appropriate changes to the master copy of the RPG. Miriam Angel posted the updated RPG (Rev. 12/20/20) to the website. See the meeting minutes for detailed information regarding the changes.

No proposed changes to the RPG were made during the time period covered by this report.

During our annual meeting, changes to the RPG, not including the bylaws, can be made by the ABFDE Board of Directors without regard to prior notification. Changes to the bylaws require advanced notification of the proposed changes unless unanimous written consent is given by all members of the Board of Directors (Article XVI).

Test Preparation and Validation Committee Report – Lisa Hanson

April 15, 2020 to March 12, 2021

- There were no new Written Test Questions submitted during 2020-2021
- There were no new Practical Case Assignments submitted during 2020-2021
- The *Practical Express* group (Bonnie Beal, Kirsten Singer, Traci Moran and Lisa Hanson) had their first meeting in January 2021. Members are presently brainstorming and discussing possible designs and “ideas”.

- Projects are being organized and assigned to the members based on the Practical Case Assignment's outline and each member's available machines and various supplies. A Zoom meeting is roughly scheduled for a date TBD in May 2021.
- The Chair is in the process of writing a step-by-step, bulleted guideline for the *Practical Express* group to use/follow while developing Written Test questions and/or Practical Case Assignments. This document should make the process more standardized for everyone in the group. The Chair is in the process of compiling information shared with ABFDE during the review by ACT approximately 10+ years ago. One document will be a historical document. The document will include the steps and processes taken by the Board to update the ABFDE testing processes as it went through the ACT review and beyond. This document will include information such as why ACT recommends not using "end of book/memorization questions" or "leading questions" and why there must be a limitation in the number of questions that use "all of the above" and/or "none of the above" as answer choices.

A second document being developed includes information given to ABFDE Board members by the ACT Representative. The Board was instructed to use this information when creating new Written Test questions and/or Practical Case Assignments. It will also include information about the need for future evaluations of the Boards testing process, which can be done within the organization using the same process used in the prior evaluation. By gathering this information and writing it all down in one place, these processes and evaluations will become standardized and could occur on a somewhat annual basis. Also, with the development of standardized instructional documents being made available to the Diplomates, hopefully the membership body will find the Written Test and Practical Case Assignments development process less intimidating and use these avenues more often as way to collect Recertification Points.

There have not been any Written Test Questions submitted during 2020-2021.

Over the past year, the Test Validation Committee received one new multi-faceted Practical Assignment which was evaluated and accepted into the testing pool but has not been used by a Candidate to date.

The Committee is happy to announce that Diplomates are accepting requests to be Evaluators for our Candidate's Practical Assignments and also for Oral Panels, due to the increase in recertification points allotted during last year's Board meeting.

The Committee has discussed a new idea for the creation of new Practical Assignments as we are still not getting the new Practical Assignments needed. We have formed a "Practical Express", for the lack of a better name. We realized the members of our Committee (plus a couple additional Diplomates) have different business machines and multiple writers, so we decided to take advantage of these resources.

Our first Zoom meeting will be in December; however, prior to the call we will all be brainstorming to design at least 2 Practical Assignments each. During our virtual call we will discuss our Practical Assignment "ideas", determine the machines needed to make the Practical Assignments, and outline the processes for each to be completed, while attempting to limit the number of mailings between the members of the group.

This Committee is concerned that if this process is not conducted, ABFDE will never have enough multifaceted Practical Assignments for testing multiple Candidates at one time, nor to make the

changes requested by the representative from American College Testing (ACT). Switching to three (3) Practical Assignments has proven to be a difficult task. Diplomates have not been, at this point, interested in providing practicals and ABFDE needs new Practical Assignments put in place, sooner rather than later.

In addition, there were also new requirements (formatting mostly) put in place for the development of Written Test questions. ACT recommended there could no longer be “end of book/memorization questions” or “leading questions” and there must be a limitation in the number of questions with “all of the above” and/or “none of the above” answers. Writing these questions is easier than it sounds. I have had several Diplomates reach out to me to discuss what is necessary and/or required to submit new Written Test questions; to date I have only received questions from two Diplomates.

The Committee will continue to request that Diplomates submit new Written Questions and Practical Assignments, but in the meantime the new “Practical Express” group will be working on creating new multi-faceted Practical Assignments.

Testing Committee Report – Lisa Hanson

April 15, 2020 to March 12, 2021

1. Status of Candidates for Certification

New Diplomates

Two (2) candidates successfully completed the Practical Case Assignments but have not scheduled their Oral Panels at this time.

Current Candidates and their Status

There are (2) candidates currently in the testing process.

2. Candidates Withdrawn from Testing

There were not any Candidates that withdrew (Testing Committee Report 2020-2021).

3. Performance Characteristics

In accordance with FSAB standards, there will be “Performance Characteristics” and “Current Status of Each Candidate” spreadsheets submitted before the end of May. At this time, the Testing Committee Chair has all the records at the Testing Committee Chair’s residence. The statistics will be maintained to record and track the performance of testing candidates during the various phases of the certification examination process.

4. Written Examination (100 questions)

At this time, all Testing Committee documentation, records, forms, Written Tests, and Practical Case Assignments and all other supplies, are securely stored at the Testing Chair’s residence.

 0 written examinations have been recorded.

Pass= 0
Fail=0
Average Score= 0.0

5. Practical Case Assignments

Performance Test Description	# Issued	# Passed	# Failed	# Used as a Rework
Practical #1	1	1		1
Practical #2	1	1		1
Practical #3	1	1		
Practical #4	1	1		
Practical #5	1	1		
Practical #6	1	1		1
Practical #7	1	1		
Practical #8	1	1		

6. Oral Examination

One (1) Oral Examination was conducted resulting in one (1) passing evaluation.

7. Future Testing

Zero Candidates are eligible to take the Written Exam.
Zero Candidates are eligible to take the Practical Case Assignments.
Two Candidates are presently 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.

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.

Historian – Larry Olson

March 20, 2020 to March 11, 2021

The following documents were uploaded to the ABFDE website after the October meeting:

- Diplomat page: 2020 Directory of Diplomates and Minutes of the 2020 BOD Annual Meeting (Diplomat version)
- Director page: 2020 BOD Minutes (Director version)

Previous versions of all documents have been archived electronically.

The website Archives contains the following:

- ABFDE Resource Kit
- 2002 ABFDE Syllabus and Instructions
- Directories (2014-2019)
- James Conway Audio
- Minutes from the Board of Director's Meetings (2013-2018)
- Newsletters (2001-2017)
- AskSam Databases
 - AskSam Viewer (zip)
 - QCross typewriter database (1997)
 - QDTerms – QD terminology database
 - QMUM – database with over 450 QD articles

A Master Diplomat spreadsheet was created with names of each Diplomat, with columns for the dates of their original certification, as well as the date(s) of their retirement, resignation, and/or death. A draft copy was obtained from Anne and with her help and that of the Recertification Managers, information on many Diplomates were added or updated.

A discussion of this resource, as well as other changes to the Historian SOP, is scheduled for New Business.

Secretary Report – Larry Olson

October 22, 2020 to March 11, 2021

Meeting Changes

As of January 15, 2021, due to the COVID-19 pandemic, the 2021 Board Meeting planned for Houston on March 12-14 was changed to a Virtual Board Meeting.

Secretary SOP

With the implementation of the Retired Diplomat Status in October 2020, some policy issues need to be decided, which may require changes to the Secretary SOP. This will be discussed in Old Business.

Updates

Backing up the Secretary's laptop will be discussed in New Business.

Current SOPs, email lists, and Committee assignments can be found in the Director's area of the website.

Action item: Committee Chairs are encouraged to review and update their SOPs.

Nominations – Lisa Hanson

April 15, 2020 to March 12, 2021

Lisa Hanson took over the Nomination Committee Chair from Miriam Angel after the virtual ABFDE Board Meeting in October 2020. President Burkes had already informed Miriam Angel, the Chair at the time, that a Director position needed to be filled. Lisa Hanson has requested Miriam Angel to remain on the Committee and will be seeking two additional committee members during the virtual ABFDE Meeting in March 2021.

The present committee found two Diplomates who agreed to put their names forth for a vote by the Diplomates to fill the one vacancy. The Diplomates were Robert W. Lesnevich and Sandra Raudabaugh. As of this writing, Sandra Raudabaugh was voted in as the new Director. Sandra will be starting immediately. Names of possible future candidates for the BOD are being maintained in a spreadsheet so a record of who has been contacted and their responses can be documented. The ones who have stated they “do not want to serve” are being maintained on the list so they will not be contacted in the future. The spreadsheet has columns for State of Residence, when they were added to the BOD and how (elected v. appointed), and if they work in public, private, or both fields. This is to help follow the Nominations SOP which states, “An effort should be made to maintain a wide geographical distribution of the Directors and a balance between public and private examiners.” The spreadsheet will be provided to the new Nomination Chair when this Chair passes the baton.

Vice President – Gary Licht

March 11, 2020 to March 11, 2021

No complaints were referred to the Vice President for a Professional Review Committee.

Update on the FSAB will be a separate report.

ABFDE Syllabus – Gary Licht

March 11, 2020 to March 11, 2021

Nothing new to report regarding the QDARC.

This concludes the Committee reports.

OLD BUSINESS

Online Meeting Rules – Ted Burkes and Katherine Schoenberger

A brief familiarization of the Zoom dashboard occurred at the start of the meeting, during which Directors were reminded they could share their screens for presenting their reports, and they were encouraged to speak out whenever they have a question.

OSAC/ASB Update – Ted Burkes and Gary Licht

Ted updated the Board on the progress of OSAC and various FDE Standards.

Two focus groups are in progress (on Non-Destructive Paper exams and Torn documents). Gerry LaPorte is forming a focus group for Inkjet/Toner-printed documents.

Standards

- ASB has published three standards: 1) Examination of Indented Writing, 2) Examination of Alterations, and 3) Examination of Stamp Devices and Stamp Impressions.
- The Scope of Expertise standard is completed and is under appeal.
- Two standards have completed their first round of public comments: 1) Examination of Charred Documents and 2) Examination of Water-Soaked Documents and are back for public comment.
- Training standard is out of OSAC and has been referred to ASB.
- For the Handwriting standard, public comment has closed, and the ASB task group will soon address comments.

Opinion terminology

- There is a draft version allowing evaluative reporting, similar to ENFSI and NIFS, at the OSAC FDE subcommittee.
- DOJ has published a version of Uniform Language for Testimony and Reports that is only mandatory for the FBI and ATF but is available for use by others.
- The SWGDOC version is still the “classical” terminology version.

Kevin Kulbacki recently took over from Sandy Raudabaugh as the Consensus Body Chair.

ABFDE Insurance Policy – Katherine Schoenberger and Ted Burkes

The policy with CNA that was expiring was renewed for 2 years at a decreased cost.

As discussed at the last meeting, a Media Exclusion policy separate from the Directors and Officers Liability Coverage is needed.

Action: Ted is completing the paperwork for the new Media Exclusion policy.

Changes to Secretary SOP - RPG/SOP changes and Retired Member status - Larry Olson

SOP Changes

The flow of SOP approval was discussed. Committee Chairs are reminded to update their SOPs. The Secretary is supposed to maintain/archive the SOPs. The Rules Committee is supposed to review the SOPs for Rules/Bylaws conflicts.

New procedures:

- When a committee modifies an SOPs, the revised SOP will be sent to the Secretary.
- The Secretary will forward it to the Rules Committee.
- The Rules Committee will review it for Rules/Bylaws conflicts.
- If a conflict exists, the Rules Committee will forward it to the Board for discussion and/or modification. The SOP may be returned to the submitting Committee for rework.
- If no conflict exists, the SOP is considered approved.
- The Secretary will be informed when SOPs are approved.
- The Secretary will forward approved SOPs to the Website Chair for uploading to the Director's page.

Action: The Secretary and Rules Chair will revise their SOPs to include these steps.

Retired/Former Diplomat status

The Retired/Former Diplomat status that had been approved at the 2017 Board meeting was finally implemented at the October 2020 meeting. Larry had questions about how to revise the SOP.

According to the Board discussion:

- The Secretary will contact Diplomates who retire or resign from now on and inform them they are allowed to use the designation "Retired/Former Diplomates", per RPG D.3.
- The Secretary will provide their Dates of Certification, which they are required to mention.
- A list of Retired/Former Diplomates will be kept in the Master Diplomat List.
- No annual update will be required.

Scanning corporate files – Larry Olson for Anne Roper

Larry outlined the instructions given to Anne regarding scanning of documents at the Corporate Office.

Routine documents can be scanned as pdfs at 300 dpi in black and white mode.

Scanning in an OCR mode is desirable.

Any documents of a potentially historic nature should be scanned in color or at a higher resolution. They could be set aside for consultation before scanning.

Scanning priorities:

- 1) Current Diplomates - everything
- 2) Inactive Diplomates (resigned/deceased/retired)
 - a. original application
 - b. all letters acknowledging certification/recertifications
 - c. all membership cards
 - d. notification of retirement/resignation
 - e. final NOPA for each five-year period
- 3) Diplomat Directories - all
- 4) Financial Documents - all
- 5) Minutes of Board Meetings - all
- 6) Bylaws/RPGs - all versions
- 7) Newsletters - any before 2001 (Miriam says 2001 on are all on the Website)

Anne stated that she was going to scan Diplomate files in a single pdf in reverse chronological order.

Actions:

Larry will inform Anne that:

- Documents can be destroyed as digital copies are made.
- Katherine has the financial documents for the last 7 years.

Gary will investigate what documents FSAB will want to examine.

NEW BUSINESS

Extension of Term for Alan Kreitl

Tom Riley moved to extend Alan Kreitl for another 4-year term on the ABFDE Board of Directors. The motion was seconded by Lisa Hanson. The motion passed unanimously.

New Directors - Election and Appointment

Gary Licht is finishing his second and last term as a Director. He will need to be replaced by an elected Director. Larry Olson's first term is ending, and he is leaving the Board. He needs to be replaced by appointment.

FSAB – Gary Licht

Gary has received no details yet about the FSAB inspection.

FSAB news: Diplomate Mark Goff has been elected as an FSAB Director. Emily Will is the current President.

Recertification Extensions and Deadlines – Tom Riley

Tom discussed wishing to tighten up deadlines for Diplomates to submit points within the same certification year.

Several Diplomates are not responding to Recert Manager emails, or not submitting points in a timely manner.

RPG changes were recommended for Section 2.2.3 (see below).

Website and Facebook – Miriam Angel

Miriam reported that a small number (29) Diplomates are signed up to receive emails when new postings are made on the website.

Due to a lack of interest, no ABFDE Facebook group will be set up.

There is an ABFDE Wikipedia page put up by Diplomat Brent Ostrum and Tim Campbell of CBSA – Miriam will look into ensuring it is up to date.

There was no interest in reviving the ABFDE Newsletter.

Several Directors expressed problems with moving from the Directors page to the Diplomates page, or vice versa – passwords auto populate, and user is unable to get in without leaving website. Miriam made changes allowing access to both pages by either password.

ABFDE Resource Kit – Miriam Angel

This has recently been posted on the website in the Diplomates Only menu under Archives.

Upgrade of Secretary’s laptop or purchase of detachable hard drive – Larry Olson

The annual Secretary’s report has routinely included mention of backing up the Secretary’s laptop, which is not required either in the RPG or the SOP. Most of the Secretary’s files are actually posted elsewhere.

Action: Larry will review policies with incoming Secretary to revise SOP as necessary.

New EC elections

New Executive Committee proposed for 2021-2023:

President	Ted Burkes
Vice-President	Meg O’Brien
Treasurer	Katherine Schoenberger
Secretary	Miriam Angel

The slate was unanimously approved.

ADDITIONAL NEW BUSINESS

The agenda was revised after the meeting day on 23 October to include additional New Business items.

Ethics – Ted Burkes

One ethics complaint is being dealt with by President Burkes.

Historian – Ted Burkes and Larry Olson

Historian position

Although he is leaving the Board, Larry would be interested in filling the Historian position. The Historian SOP states that the job is filled by the Secretary. The following change is recommended to the SOP:

“...The Secretary holds this position unless another current Diplomat is appointed by the President. A Historian (who is not the Secretary) serves at the pleasure of the President. If the Historian resigns, the role will be resumed by the current Secretary.”

Master Diplomat List

One of Larry’s projects will be to maintain and update the Master Diplomat List. A copy will be kept in the Secretary’s files and a copy sent to the Corporate Office.

The Board did not address at this time who will be allowed access to it.

Corporate Files

Larry requested that, once COVID travel restrictions are lifted, he be allowed to visit the Corporate Office in Houston to examine all hard copy files and further recommend archiving of them.

Updates to RPG – Larry Olson and Miriam Angel

Modifications were suggested to the Recertification Requirements and the Duties of the Test and Validation Committee. The following substantial changes were made to Section IV, Policies and Procedures:

H. Recertification Requirements (changes regarding Annual Updates)

- H. 2 now reads: “Applicants for recertification must be able to demonstrate that they have maintained currentness in the profession. This will be done by a system of accumulating and documenting points in a manner prescribed by the Board. To further this end, the Board has created a procedure and set of guidelines to efficiently collect, monitor, and report the accumulation of the necessary recertification points by all Diplomates. The implementation of requiring annual recertification updates began on a voluntary basis August 15, 1997 and became mandatory August 15, 1999. Each Diplomat is assigned to a Manager. The system will adhere to the following schedule of events:”
- H. 2.3 now reads: “A 60-day grace period shall follow each mandatory update deadline. If the Annual Update is not properly documented and received by the Diplomat Manager prior to the end of the grace period, points that could be requested for the current update period shall be forfeited; however, if a Diplomat encounters extenuating circumstances preventing them from submitting the Annual Update before the end of the grace period, the Diplomat may petition the Board of Directors for additional time. This petition must be received within the grace period, and the decision of the Board of Directors is final.”
- H. 2.3.1 now reads: “As appropriate, the Diplomat Managers will notify Diplomates regarding mandatory update deadlines, the activation of grace periods, to advise of the expiration of grace periods, and to provide a Notification of Points Awarded (NOPA) for current and to-date points.”

Acceptance of this RPG change were moved by Gary Licht, seconded by Sandy Raudabaugh, and unanimously approved.

B.9. Test Preparation and Validation Committee (changes in membership)

- B. 9. now reads: “This Committee establishes guidelines for the development and validation of prospective written test questions and practical case assignment problems. Validated written questions and practical case assignments shall be forwarded to the Chair of the Testing Committee for certification and recertification purposes. This Committee also periodically reviews active written test questions and practical test problems for retention or deletion/destruction. The Committee chair is selected by the President.”

Acceptance of this RPG changes were moved by Tom Riley, seconded by Miriam Angel, and unanimously approved.

H. Recertification Requirements (changes regarding Application for Recertification form)

- H. now reads: “There are three basic requirements that document examiners must meet in order to be recertified. These requirements are as follows:”
- H. 1. (new paragraph) now reads: “Each Diplomate must submit a completed and signed Application for Recertification in Document Examination form to the Recertification Manager by March 30th of the certification year. This form will be sent to the Diplomate by the Administrative Office in January. In order to recertify, the Diplomate must have earned at least 40 points by June 30th of the recertification year.”
- [All of the subsequent items under H. will be renumbered]

Acceptance of this RPG changes were moved by Tom Riley, seconded by Gary Licht, and unanimously approved.

Non-substantive editorial change to Bylaws, ARTICLE XIII. Certification

6. Lapse of Certification

6.2 reads: “The Diplomate fails to submit an *application for recertification* in a timely manner, in accordance with guidelines set by the Board of Directors and after proper notification of the delinquency has been sent to the last known address of the Diplomate.” (italics added)

Suggested change: “The Diplomate fails to submit an *Application for Recertification in Document Examination form* in a timely manner, in accordance with guidelines set by the Board of Directors and after proper notification of the delinquency has been sent to the last known address of the Diplomate.” (italics added)

No vote is required for this change.

Action: Recertification Committee will change necessary forms based on the above changes.

Letter to Legal Community – Ted Burkes

Brett Bishop of the Washington State Police contacted President Burkes because an otherwise untrained attendee of the USSS Document Class was passing himself off as Document Examiner. He requested the Board to prepare a letter stating that ABFDE endorses training as outlined in the current SWGDOC standard, which is required of ABFDE Diplomate candidates.

Larry and Farrell stated that the USSS prepared disclaimers regarding the limitations of the USSS document class on two occasions (1993 and 2003).

Gary advised that a letter had been previously created under President Kirsten Singer that was circulated to US Attorneys.

Action:

- Ted will forward this letter to Brett with a cover letter, and Miriam will post the letter in an appropriate place on the website.

Ames Fund – Ted Burkes

Ted would like to find uses for the Ames Fund, so that it can be exhausted. It was originally developed for training, but now is intended for use in publicity.

Suggested uses:

- 1) to pay for a vendor booth for publicity at in-person society meetings in the future, or
- 2) to get professional help to create promotional materials to upload to the website

Action: An *ad hoc* committee was formed to explore the publicity booth idea and develop something as well for virtual meetings: Meg (Chair), Tom, Lisa, Sandy, and Diplomate Kirsten Singer.

Possible meetings to target:

Aug 8-11	ASQDE	virtual
Sep 21-24	MAAFS	Poconos PA
Sep 24-25	SAFDE	Pensacola FL
Oct 9-10	SWAFDE	Scottsdale AZ
Oct (end of month)	MAFS	Chicago

Committee Assignments – Ted Burkes

The Committee Assignments document was updated. The following is a list of current assignments. The first name listed is the Chair of the Committee. Changes made at this meeting are in [blue](#).

Audit	Alan Kreitl
Continuing Education	Sandra Raudabaugh , Miriam Angel, John Barnett , Tom Riley , Farrell Shiver
Credentials	Miriam Angel , Larry Olson, Sandra Raudabaugh , Tom Riley , Farrell Shiver

FSAB	Meg O'Brien, (Gary Licht)
Historian	(Larry Olson)
Nominations	Lisa Hanson, Miriam Angel, Meg O'Brien, Katherine Schoenberger, (Bonnie Beal), (Marie Durina), (Kirsten Singer)
Public Relations	Tom Riley, Alan Kreitl, Meg O'Brien
Recertification	Miriam Angel, John Barnett, Alan Kreitl, George Lehman, Sandra Raudabaugh
Rules and Procedures	Farrell Shiver, George Lehman, Gary Licht
Syllabus	(Gary Licht), Miriam Angel, John Barnett, George Lehman, Tom Riley
Testing	Lisa Hanson, Meg O'Brien, Tom Riley
Test Preparation/Validation	Lisa Hanson, Alan Kreitl, (Bonnie Beal), (Marie Durina), (Traci Moran), (Kirsten Singer)
Website	Miriam Angel, Sandra Raudabaugh, Farrell Shiver

Names in parentheses are Diplomate (non-Director) Members.

Revised Terms/Directory – Larry Olson

Larry showed the updated Board Terms and Diplomate Directories that will be effective on 7/1/21.

2022 Meeting Dates and Location

Various venues were discussed but Houston was selected. Possible dates were proposed for mid-March to early April.

Action: Katherine will contact Houston Galleria Hotel for availability.

Motion to Adjourn

Motion made by Licht/second by O'Brien. Unanimously approved.