

FSAB Annual Meeting  
Washington, DC  
Feb. 17, 2008

## I. Call to Order (Susan Johns), 8 AM

Present: Susan Johns, President, Director at Large  
Graham Jones, Past President, Director at Large  
Madeleine Hinkes, Treasurer, ABFA  
Lynn Henson, ABC  
Derek Hammond, Director at Large  
Patrick Davis, IAI  
Jack Kalin, FTCB  
Anjali Swienton, Director at Large  
David Senn, ABFO  
Tom Bohan, IIFES  
Joseph Maltese, Public Director  
Vickie Willard, BFDE  
Dennis Mooney, ABFDE  
Yale Caplan, Vice President, ABFT  
Excused: Mary Fran Ernst, Secretary, ABMDI

Visitors: Carl McClary (ABFDE), Andrew Sulner JD (AAFS member, Document Examiner), Emily Will, BFDE

## II. Committee Reports

A. Application Review Committee (Hinkes, Hammond, Henson): The ABFO application for accreditation was approved.

B. Nominating Committee (Graham Jones, Mary Fran Ernst, David Senn):

As of February 28, INOs cease to exist. Boards which have successfully completed the accreditation process are now Nominating Organizations (NO).

Each NO may submit a nominee to sit on the FSAB; selection will be made by an FSAB committee (currently, Graham, Mary Fran, David).

As of 28 February, we will have 7 accredited boards and a total of 15 directors (7 from boards, 7 at large, and 1 public director); bylaws regulate number of directors and allow for appointment of at-large directors. At large directors owe primary duty to FSAB, not the individual boards with which they may be affiliated.

Staggering terms in the future to maintain a thread of corporate knowledge was discussed. The following directors were elected:

Directors and their affiliations:

Tom Bohan, IIFES  
Yale Caplan, ABFT  
Mary Fran Ernst, ABMDI  
Mary Lynn Henson, ABC)  
Dennis Mooney, ABFDE  
Emily Will, BFDE

At Large Directors:

Patrick Davis  
Madeleine Hinkes  
Susan Johns  
Graham Jones  
Jack Kalin  
David Senn  
New terms begin Feb 29, 2008  
Vickie Willard will be leaving, since AFDE is not seeking accreditation

Officers: Officers are elected annually. The following officers were elected:

President - Yale Caplan  
Past President - Susan Johns  
Vice President - Graham Jones  
Treasurer - Tom Bohan  
Secretary - Madeleine Hinkes

C. Bylaws (Yale Caplan): Approved changes have been made. In the next year the INO language will be removed.

D. Standards (Graham Jones): Guest Andrew Sulner offered some comments. Susan Johns advised him to send them in writing to Johns or Caplan.

Creation of an Archive section of the website to house past verions of documents was discussed and a motion to make archived versions of the standards publicly available on the website was passed.

A standards review committee (Joe Maltese as chair, with Emily Will, Patrick Davis as members) was appointed. The need to develop guidance documents to explain some standards or changes was discussed.

E. Policies and Procedures (Madeleine Hinkes): The reaccreditation section needs review. A confidentiality statement is being drafted. The application needs to be revised to reflect current fees. Currency of documents on the website needs to be maintained.

III. Secretary's Report: 2007 minutes are not finalized. A draft of the 2008 minutes will be sent to the review committee (Henson, Bohan). Both sets of minutes will be posted on the website

IV. Treasurer's Report (Madeleine Hinkes) - There is no change to the schedule of maintenance fees at this time. The checking account balance is currently \$43,209.11. With the transition to a new treasurer (Bohan), financial records will be informally audited by Jack Kalin and Derek Hammond, with input from Madeleine Hinkes and Tom Bohan.

Tom Bohan reported on the tax situation. FSAB had been told that it wasn't necessary to file taxes because it is a nonprofit organization with an income < \$20,000. However, the 501c3 status hasn't been pursued, and we have exceeded the grace period for new corporations. 501c3 status cannot be applied retroactively. Tom is working with an attorney to clear up the situation, with an authorization to spend up to \$5000 for attorney fees. There may be back taxes and/or penalties.

#### V. Unfinished Business:

A. Website (Jack Kalin) - Posting of minutes on the public side of the website was discussed. A motion was passed to post approved minutes from this meeting forward, including actions taken and enough information to give the intent of the motion. Sensitive issues would be handled in Executive Session.

B. Insurance (Derek Hammond) - Dennis Mooney will explore the possibilities and options for professional liability insurance for FSAB.

C. FSAB Seal/service mark (Graham Jones) - We do not need an embosser since the certificates have their own seal. Lynn Henson is completing the application for a service mark. The official business address is at the AAFS in Colorado Springs, and Anne Warren is the "permanent contact."

D. FSF (Forensic Science Foundation) Grant (Susan Johns) - A \$5000 grant was used to help defray meeting expenses. We will report to them with thanks.

E. Outreach (Madeleine Hinkes) - There are some organizations that will be contacted by individual directors. Emily Will suggested identifying forensic groups that offer certification and gather information about them. Joe Maltese was tasked with purchasing ISO 17011 for the Quality Assurance Committee and was authorized up to \$250.

#### VI. New Business

##### A. New Applications (Susan Johns)

Two new applications were received and ARCs were appointed for them.

Madeleine Hinkes will prepare a review procedures section for the FSAB Policies and Procedures Manual.

B. Reaccreditation (Derek Hammond) - ABC (American Board of Criminalistics) is coming up for reaccreditation. Policies and procedures for reaccreditation were discussed. In general, the review parallels the initial review for accreditation.

C. Changes to Standards - There are changes in the works, but a motion was passed that the current standards will remain in effect until after the February 2009 meeting, at which time the changes would be subject to vote.

D. Fees - the reaccreditation fee was discussed. A motion to have a standard reaccreditation fee of \$500 was accepted.

The meeting was adjourned at 3 pm.

Madeleine J. Hinkes, PhD, Dd-AFA  
FSAB Secretary