

UD Patrol Inc. Meeting Minutes Special Meeting – 9/9/2009 10:00

Attendees:

Brandon Riordan
Reginald Cunningham
Ken Clements
Mary Tomich
Nickolas Kyser
JoAnn Martin

Absent:

Ricardo Reyes

Financials Review

- Reviewed current financial spreadsheets and projections
- Apex Billing has been done at an incorrect rate
- Apex has not been invoicing for vehicle costs
- Action still open to adjust the PayPal rates (\$1-2) to cover fees.

Database (Mary)

- All Saints not being invoiced
- Ability to track contact history

Communications

- Lingo option to be cancelled due to technical issue to connect in office
- Mary to contact ATT about possible reduction in cost for land line. Bills are still going to Ron and we are getting hit with late fees.
- Mary will research cell phone options if feasible

WebSite

- Ken to update with presentations from Brandon with patrol hours removed
- Investigate ability to implement form to capture requests for service on-line

Newsletter

- Nick to write article and submit for next newsletter

Apex Status

- Communication is a big issue. No clear communication path has been defined.
- Mike's payroll transition has had several issues. Overall he is ok at this point.
- There have been vehicle and equipment issues that have taken time to resolve.
- Hours were increased to 56 hours however no one showed up for the Sunday shift and we were not notified.
- Billing has not been correct.
- Brandon is trying to set up a meeting for the board to discuss issues with Apex and improve communications.

Based on these issues, we are reviewing options that could be pursued if we have serious issues with Apex and need to find an alternative.

- Brandon to draft an RFP
- JoAnn to share RFP information from joint patrol study
- Nick / Brandon to start a pro / con list on options to use as a framework for future discussion.