



Meeting Agenda

President:
Lieutenant Aimee Haley
Columbus Division of Police
(614) 645-4603
ahaley@columbuspolice.org

February 19, 2016, 10:00 a.m.
Dublin Community Recreation Center
5600 Post Road
Dublin, Ohio 43017

Vice President:
Officer Scott Sanford
Powell Police Department
(614) 396-3347
ssanford@cityofpowell.us

Call to Order

Treasurer:
Lieutenant Scott Bekemeier
Columbus Airport Police
(614) 239-5015
sbekemeier@columbusairports.com

Roll Call Of Member Agencies

Approval Of The Minutes From The Last Meeting

Secretary:
Brenda Gisewite
Montgomery County
Sheriff's Office
(937) 224-3695
gisewiteb@mcshiosheriff.org

Officer Reports

President: Aimee Haley
Vice President: Scott Sanford
Treasurer: Scott Bekemeier
Secretary: Brenda Gisewite

Trustee:
Lieutenant Brian Uhl
Springfield Township
Police Department
(513) 728-4292
buhl@springfieldtp.org

Old Business

CAAO Conference Update – Lynn Odenthal or her designee
Training Committee Update – Scott Sanford

Regular Business

OCJS Collaborative – Aimee Haley
Discuss inviting all Ohio LE agencies for April training

New Business

Sergeant at Arms Position
Webmaster
By-Laws Committee

Announcements

Upcoming on-sites
Mock Requests

Adjournment

Training

Please feel free to stay for a presentation geared toward new accreditation managers on how to manage the reaccreditation process.

**Next Meeting is April 15, 2016 10:00 a.m.
Ohio State Highway Patrol**



Sergeant at Arms Description:

President:

Lieutenant Aimee Haley
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ahaley@columbuspolice.org

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Preparing for the Meeting -

Meeting preparation includes security, gathering chairs and tables, having name plates for the executive board and checking the sound and other equipment. The sergeant at arms also has sign-in lists and cards for members who may attend the meetings.

Keeping Order -

The sergeant at arms maintains order and enforces standards for proper behavior and security for the event. With a courteous demeanor, the sergeant at arms calls for quiet and for attendees at meetings to be seated when needed. The sergeant at arms must keep out nonmembers if the organization restricts who may attend.

Property and Record Keeper -

Organizations trust the sergeant at arms with its property, such as banners, flags, equipment and books. Inventories tell the organization what equipment, supplies and keepsakes it owns and uses and what it needs to order; when the sergeant at arms' term of office expires, the inventory and property are transferred to the new position holder.

Ambassador

An organization can gain members through a knowledgeable and welcoming sergeant at arms. Before meetings, the sergeant at arms greets visitors and invites them to join through handing them applications.

Webmaster Description:

President:

Lieutenant Aimee Haley
Columbus Division of Police
(614) 645-4603
ahaley@columbuspolice.org

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Powell Police Department
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A webmaster is in charge of maintaining the SOAR website so that it remains a valuable resource for the SOAR members. The webmaster is responsible for ensuring that the Web site is easy to navigate. The webmaster monitors, improves, and updates the performance of the existing SOAR Web site. The webmaster must know about the business, purpose, and by-laws of SOAR.

A webmaster works with many different people in SOAR, answering questions about or troubleshooting problems with the Web site. The ability to work and communicate well with others is therefore an important skill.

The webmaster must perform a variety of technical tasks to make sure that a Web site works properly and can be accessed quickly by as many people as possible. These tasks include making sure the server and browsers can properly handle e-mail, transmit news, and download files. Members using a variety of browsers or operating systems such as Windows or Macintosh should be able to access the site equally well. These duties require the webmaster to keep up with changing technical standards in areas such as HTML (hypertext markup language), HTTP (hyper-text transfer protocol), and XML (extensible markup language) that affect the workings of the Web site.

File security is another important technical concern of the webmaster. The Web site must be secure enough that the Executive Board can control who has access to confidential files yet open enough so that SOAR members can easily access relevant information. The webmaster must maintain a "firewall" that protects the client's information from hackers or others who may try to steal or destroy it electronically.

The webmaster must update information contained on the Web site or in databases linked to the site and check the links on the site regularly to make sure that they are still working and that the information they provide is still current. The site itself must be checked for bugs or other problems such as images that do not load properly.

The webmaster also monitors how many people visit the site to determine if it needs to be upgraded to handle increased use. By monitoring traffic on a site, the webmaster also tracks how often various pages, features, and links are used. This information is used to update the Web site to make it more appealing and functional.