NOTICE OF MEETING

The 1999 Annual Meeting of Members of the National Forensic Science Technology Center Inc will be held at 12 Noon to 1:00 PM on Wednesday September 15, 1999. The meeting will be held at the venue of the FBI/ASCLD Annual Crime Laboratory Symposium, at the Golden Nugget Hotel, Las Vegas NV. Details of the room allocation will be posted at the venue.

If your normal delegate is unable to attend, you may nominate a proxy. Please let the NFSTC office know if you will be attending, and the name of your proxy if appropriate, by calling us at (727) 549-6067.

William J Tilstone PhD
Executive Director

August 12, 1999
AGENDA

1. Call to order (President)
2. Minutes of meeting of September 15, 1998
3. Report from Executive Director
4. Appointment of Directors
5. Any other business

Close
AGENDA ITEM 3: EXECUTIVE DIRECTOR'S REPORT

Scientific Working Groups

The contract with the FBI to support the SWGs continued and a fully functioning, secure, web site is now on line.

Scene Pro

The wearable computer for crime scene recording (ScenePro) is now at the beta testing phase, with ride-along evaluations in Baltimore and Los Angeles. Preliminary results are very positive.

Quality systems support

There are currently 9 private DNA laboratories and 11 Crime Laboratories with certificates of compliance with DAB Standards. In the last 12 months we have conducted pre-ASCLD/LAB audits for 5 major laboratories.

Training and education

Successful workshops were held throughout the country on Fire Debris Analysis, Laboratory Auditing, Quality Systems, DNA Statistics, and Expert Evidence.

Four classes for the SPJC AS Crime Scene Technology degree have been converted to Web format for offering in the Fall of 2000. A further 6 classes are scheduled for completion in the next 6 months.

The CFE scheme was taken up by 3 outside programs.

Contracts are in place for workshops for the ABC GKE preparation, Introduction to Crime Scene Examination for Laboratory Personnel, and Introduction to Forensic Science for Investigators.

Management Consultancies
A major contract was obtained for a Strategic Planning consultancy with the Centre for Forensic Sciences Toronto. Two contracts for MIS surveys were completed along with one for a major system training programs.

**ASCLD/LAB Program Development**

The grant from NIST for development of an ISO compliant version of the ASCLD/LAB program was received in April.

**Other accreditation issues**

The contract with the EPA NEIC laboratory to develop and implement an accreditation scheme is progressing well. The scheduled completion date is now September 2000.

A contract has been received to develop and implement an ISO compliant accreditation program for the Florida State Racing Laboratory.

**Financial**

The IRS approved our application for 501 (c) (3) status.

A detailed financial audit was conducted by Cherry, Bekaert & Holland. The report is not yet ready, but will be available by the time of the meeting.

The un-audited accounts for 1998 showed a loss for the year of $47,693 on an accrual basis. The annual turnover was $404,149 with a closing equity balance of $40,925.
AGENDA ITEM 4: APPOINTMENT OF DIRECTORS

The number of Directors was increased from 3 to 5 in 1997, reflecting the change from the foundation years, when a small group was beneficial to the organizational development, to a number more appropriate to the size of the established business. As the corporation continues to grow, it is worth considering a further increase.

It is the view of the Board that the number of Directors should be increased to seven.

In the event that there is no reduction in number, the current Directors have all agreed to stand for re-nomination. They are:

- Vincent Crispino
- Barry AJ Fisher
- Michael G. Sheppo
- Clifton Vander Ark
- Joan E. Wood MD

Should the Board recommend an increase, the following should be added to the list of nominees:

- Manuel Valadez, Jr
- Benjamin A. Perillo

RECOMMENDATIONS

1. That the number of Directors be increased from 5 (five) to 7 (seven)

2. In the event that the number of Directors remains at 5, the Directors for 1999 - 2000 be:

   - Vincent Crispino
   - Barry AJ Fisher
   - Michael G. Sheppo
   - Clifton Vander Ark
   - Joan E. Wood MD

3. In the event that the number of Directors is increased to seven, the Directors for 1999 - 2000 be:

   - Benjamin A. Perillo
   - Vincent Crispino
   - Barry AJ Fisher
   - Michael G. Sheppo
   - Manuel Valadez Jr
   - Clifton Vander Ark
   - Joan E. Wood MD