



WELCOME MEMBERS and GUESTS!!

**FBI Albuquerque Citizens Academy Alumni Association
(FBIACAAA)**

**Annual General Meeting
Dec 5th, 2019**

**Dr. Lalita Rao
President, FBIACAAA Board of Directors**

FBIACAAA Sponsored Dinner : Please Help Yourself and be Seated😊

Agenda

- ❑ 6:10pm – Annual General Meeting
- ❑ SAC James Langenberg
- ❑ General Meeting
 - New Board Officers for 2020
 - 2019 Year in Review
 - Proposed 2020 FBIACAAA Annual Roadmap
 - Alumni inputs welcome
- ❑ Help Needed: Your support on committees, your passion and creativity
- ❑ DEA SAC Mike Vigil (Retired, Chief of International Operations)
 - Presentation: *“My experiences as DEA Undercover in the Domestic and International Drug Trafficking”*
 - Q&A
- ❑ Adjourn

**PLEASE RETURN ROADMP FEEDBACK AND EVENTS EVALUATION
FORMS TO ANY OF THE BOD MEMBERS**



FBI Albuquerque Division
SAC Mr. James Langenberg



2019 Year in Review: 2019 Board Of Directors (BOD)

FBIACAAA Officers December 5th, 2019

Outgoing Board Officers	Current Officers - Name		Term Expires	Number of Years on Board	Notes
	President Co-Chair: Events Planning Co-Chair: Membership Coordination	Dr. Lalita Rao	December, 2019	6 + years	
Mr. Christopher Grotbeck Vice President, Web Master (Unavailable August, 2019)	Vice - President	Mr. Chris Grotbeck	Early Term End - October, 2019	3 years 8 months	
Ms. Linda Hillis Secretary (Term End - May, 2019) Served 71/2 years on the BOD ☺	Secretary	Ms. Betty Glover	December, 2020	10 months	
	Treasurer	Mr. Tom Jenkins	November, 2020	1 year	
	Communications / PR / Philanthropy	Mr. Shane Carr	May, 2020	1 year 5 Months	
	Board Member Historian Co-Chair: Events Planning	Ms. Joyce Montoya-Roach	November, 2020	1 year	
	Board Member	Mr. Don Wood	December, 2019	2 years	
Ms. Beverly Neal-Clinton Compliance Officer (Resigned - October, 2019)	N/A	N/A	December, 2020	10 months	Resigned - Family Health



2019 Year in Review: 2019 Board of Directors

**Thank you to the 2019 BOD for a very successful 2019!!!!
We are a great, phenomenal team!!**

**To all our outgoing Board Officers A HUGE 'thank you' for your service.
You set us on a path to success this year and you are truly appreciated!**

- **Chris Grotbeck (VP)**
- **Beverly Neal-Clinton (Compliance)**
- **Linda Hillis (BOD Member, At Large)**
- **Don Wood (BOD Member, At Large)**



Induction of New FBIACAAA Board Officers

2020 – 2021

Mr. Chris Grotbeck



Induction of New Board of Directors (2020 – 2021)

President Co-Chair: Events Planning Co-Chair: Membership Coordination	Mr. Tim Sheahan (Past BOD Secretary)	<ul style="list-style-type: none"> o Dr. Rao - Will be available to transition new President through April 2020 or as needed o FBIACAAA Transition and Integration Guide available resource o National Resources and Training available
Vice - President	Ms. Joyce Montoya-Roach (Current BOD Historian and Co-Chair Events Planning)	<ul style="list-style-type: none"> o Mr. Grotbeck - Will be available to transition new Vice President through April 2020 or as needed o FBIACAAA Transition and Integration Guide available resource o National Resources and Training available
Board Member (At Large)	Ms. Betty Rosenberg (Past BOD President)	<ul style="list-style-type: none"> o FBIACAAA Transition and Integration Guide available resource o National Resources and Training available
Board Member (At Large)	Mr. Jeffrey West (GSM, 2018 CA Graduate)	
Board Member (At Large)	Ms. Shannon Muller (GSM, 2019 CA Graduate)	



2020 – 2021 CALL for NOMINATIONS: Board Of Directors

FBIACAAA Board of Directors Open Positions 2020 - 2021			
BOD Positions Open	Notes	Priority / Status	
Board Member (Web Master)	<ul style="list-style-type: none">o Mr. Grotbeck - Will be available to transition new President through April 2020 or as neededo National Resources and Training available	Priority # 1	Gap
Board Member (Compliance Officer)	<ul style="list-style-type: none">o National Resources and Training availableo FBIACAAA Transition and Integration Guide available resource	Priority # 2	Gap





FBIACAAA

VISION

It is our vision to grow our FBIACAAA so that our organization has personnel and funds available to support the mission of the FBI through community outreach, training, education and charity programs across the state of New Mexico.

MISSION

The mission of the FBI Albuquerque Citizens Academy Alumni Association (FBIACAAA) is to support the Albuquerque Division of the FBI through community outreach, training, education and philanthropic endeavors

VALUES

We will conduct our programs with the highest degree of integrity and openness to our colleagues in the FBIACAAA and our colleagues in the FBI



2019 Year In Review: Accomplishments

Aligned to MOU, SAC
Vision, Alumni/BOD Vision

- ☐ Transformed the FBIACAAA into a vibrant and strong association dedicated to supporting our FBIA office through community outreach programs, within our boundaries & capacity as volunteers.
- ☐ Initiated at least 8 new community partnerships
- ☐ Expanded Philanthropy initiatives
- ☐ Re-energized and re-engaged our alumni
- ☐ Drove BOD development

Community has recognized us as a key resource and is excited about partnering opportunities with us!! We are all looking forward to 2020!!



FBIACAAA 2019 Accomplishments

Category	Activities / Events
Alumni Focused Social Events	FUN Trap Shoot Fundraiser @ The Albuquerque Trap Club
BOD Development Initiatives	National training requirements as needed
	Transition, Integration and Succession Planning Guide
	National Leadership Conference
	Quantico/HQ Trip.

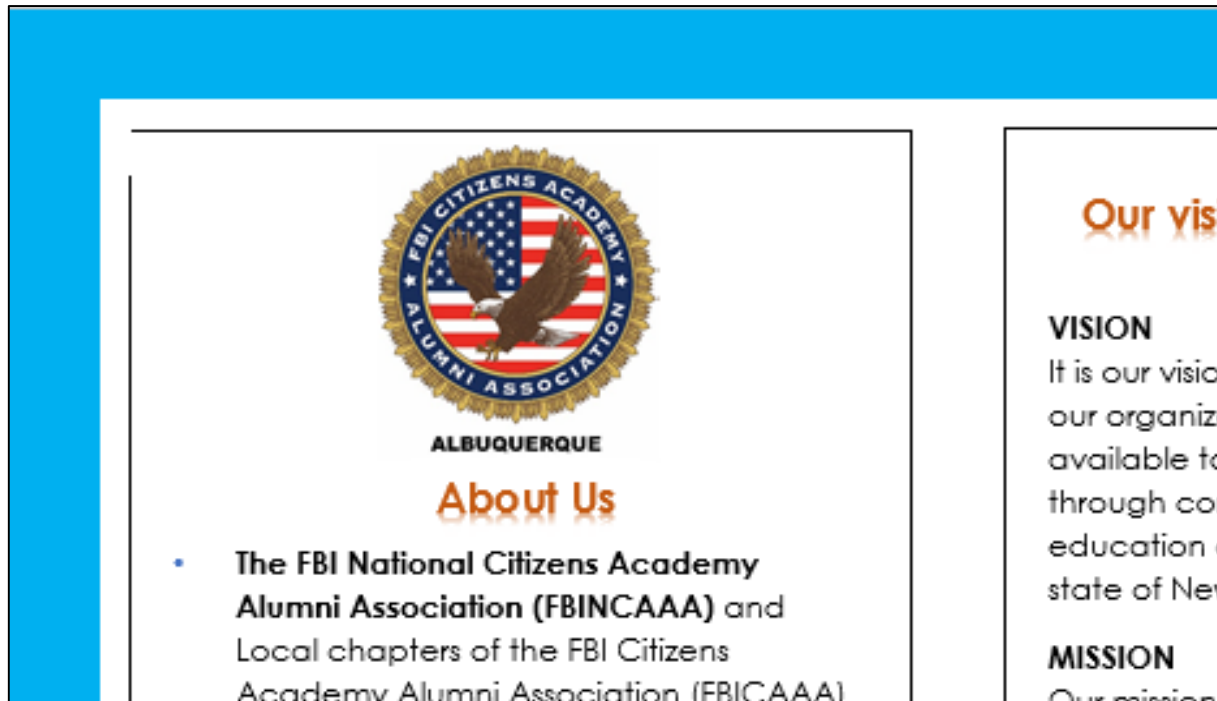


Sources:
Joyce Montoya-Roach,
Betty Glover



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
Communications	Brochures
	Quarterly Newsletters



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
Community Partnerships Developed	<ul style="list-style-type: none"> NMPED New Mexico School Boards Association New Mexico Coalition of Educational Leaders New Mexico Superintendents Association
	Participated in 40th Annual School Law Conference
	<p>Selected by New Mexico School Boards Association to present at their conference Dec. 7th on</p> <p><i>"Leveraging FBI Albuquerque Citizens Academy Alumni Association (FBIACAAA) and FBI Outreach Resources for Student Life Enhancement"</i></p>

Cc: munthank@earthlink.net; Rounds, Stan <stan@nmcel.org>; Guillen, Joe <jguillen@nmsba.org>; Sandoval, Katarina, PED <Katarina.Sandoval@state.nm.gov>; Dean M., PED <dean.hopper@state.nm.us>
Subject: FBIAA

Stan and Joe,

Please consider this email one of introduction to the Albuquerque chapter of NMCEL. They have over 400 members and they are interested in engaging in outreach regarding healthy lifestyles, drug and alcohol education, informing students about law enforcement and school safety.

Dr. Rao is the president of the association, and Michael Uthank does outreach for the organization. We had a very productive meeting with them this morning.

Stan, I wanted to introduce them to you so that you could introduce them to superintendents, statewide education organizations, and charter school leaders at NMCEL. I mentioned the conference as a good place to engage NM Leaders.

Joe, I am including you as the Executive director for the School Board Association. The law conference might be a conference they could engage in sooner than NMCEL.

Mike and Dr. Rao, we look forward to working with you.

If you have any further recommendations for connections, please let me know.

Dr. Karen Trujillo, Secretary
New Mexico Public Education Department
300 Don Gaspar
Santa Fe, NM 87501



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
<p>Community Partnerships Developed</p> <p><i>(in addition to public education)</i></p>	<ul style="list-style-type: none"> • Albuquerque Family and Community Services • APD Citizens Academy • APS • BCSO Citizens Academy • Christopher Productions • DEA 360* • DEA Albuquerque* • GSM support especially by Mike Unthank and Johnny Chandler • Mark Wahlberg Youth Foundation • Mayor of Roswell • NM State Securities and Regulations • Rotary Club of T or C • RRPS • Senior Centers <p>* Existing Partners</p>



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
Fundraiser	"Out in the Desert" Golf Tournament 'FUNdraiser', Elephant Butte
COS Outreach Support Activities	School supplies - raised \$350
	Supported CA dinners
	\$1,000 Holiday Outreach – Emerson Elementary
	Connecting with religious and community leaders



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
Philanthropy	New Mexico Youth Conference on Addiction (RRPS, APS)
	New Mexico Youth Conference on Addiction Community Event (VVHS)
	> \$500 School Supplies Donation to Sierra County School District (donated by Walgreens)
	FBIACAAA alumni supported El Paso chapter with donations directly to their fundraising site



Source: Sierra County Sentinel



Source: KOBTV, 10/17/2019



FBIACAAA 2019 Accomplishments (contd.)

Category	Activities / Events
Re-Engaging with our Alumni	Meet and Greet with our FBI : Mr. Frank Fisher
	Invited GSM and Alumni to BOD meetings
Speaker Event (Alumni + Community)	"Elder Fraud" Speaker Event La Vida Llena Senior Center
	"Elder Fraud" Speaker Event Sierra Joint Office on Aging T or C, NM
Speaker Event (Alumni)	Dr. Bruce Held <i>"Center Stage: Cold War Espionage in New Mexico"</i>



Elder Fraud Event,
La Vida Llena ,
Albuquerque



Elder Fraud Event
Sierra Joint Office on
Aging
T or C, NM



In Recognition Of FBIACAAA GSM & Alumni

- Karen and Christopher Bard
- Michael Shane Carr*
- Johnny Chandler
- Betty Glover*
- Christopher Grotbeck*
- Linda Hillis
- Jim Hutchison
- Thomas Jenkins*
- Deborah Johnson
- Edwina Kiro
- Doug Lanham
- Shane LeMon
- Pascale Leonard

In Recognition Of FBIACAAA GSM & Alumni

- Hazel Martinez
- Eugene Mullahey
- Jeff Miller
- Joyce Montoya-Roach*
- Betty Rosenberg
- Richard Schenk
- John Seeger
- Tim Sheahan
- Regina Turner
- Robert Unthank
- Donald Wood*
- Patricia Wood

In Recognition Of our Partners:

- APD CA
- BCSO CA
- DEA Albuquerque
- Scottina Holley
(DEA 360 Program Coordinator)
- NM AG's Office
- NM State Securities and Regulations
- FBI Albuquerque Division
 - Samantha Madrid (FBI COS)
 - Frank Fisher (FBI)

Everyone who
contributed,
donated,
volunteered –
Thank You!

* BOD



FBIACAAA 2019 Accomplishments Summary

Category		Total
Philanthropy events		4
Speaker events		3
Alumni + Community events:	2	
Alumni:	1	
Re-Engaging our Alumni		2
COS Outreach support activities		3 + 1*
Fundraiser (Alumni + Community)		1
Alumni Focused Social Events		1
BOD Development Initiatives		5
Community Partnerships Developed		17
Other: Brochures, Newsletter		



2020 Annual Roadmap Plan

Aligned to MOU*, SAC Vision, Alumni/BOD Vision

* in progress – to be signed



2020 Annual Roadmap: **We Need Your Inputs / Recommendations!!**

Strategic Goal 1: Alumni Membership

- FBIACAAA will have 100 GS members .
- Ten alumni fully committed and actively engage with board activities through 2020

Key Deliverables	Estimated Due Date
Hold 2 membership drives via <u>PHONE CALL</u> focused on GSM enrollment + interest in engagement with roadmap initiatives / Board activities	Frist drive: January Second drive: October
Hold 2 membership drives, via <u>EMAIL</u> focused on GSM enrollment + interest in engagement with roadmap initiatives / Board activities	Frist drive: April Second drive: July
Complete <u>analysis</u> of current Alumni areas of strengths, interests and passions in support of 2020 roadmap initiatives and community partnerships. Survey conducted via multiple modes / media	January July



2020 Annual Roadmap (contd.)

Strategic Goal 2: Financial

Maintaining our financial commitments to our organization while ensuring value, efficiency, and effectiveness in all our activities

Key Deliverables	Estimated Due Date
BOD, Alumni dinner sponsors for 2020 FBIA CA Support (at least \$3,200 in donations)	Q1
Sponsorship support (cash and/or in-kind) for philanthropy and community initiatives secured	Q1
Explore, pursue and secure \$4,500 from Bernalillo Senior and Social Services for Financial Literacy training	Q1
FUND Raising to support community initiatives and philanthropic events (raise at least \$10,000). Leverage Chamber of Commerce membership	Q1 Q2
Update BOD Transition and Integration Guide with processes and SOPs	Through 2020
Operations recurring cost held below revenues raised via membership dues	Through 2020



2020 Annual Roadmap (contd.)

Strategic Goal 3: Governance, Leadership, Operations

Streamline operations and develop accountability for effective and efficient deployment of strategic initiatives

Key Deliverables	Estimated Due Date
BOD positions filled: <ul style="list-style-type: none">• Webmaster• Compliance Officer	January
All new board members complete officers training as provided by National	January
Strategic Planning Retreat: <ul style="list-style-type: none">• Annual roadmap for 2020 Finalized• Q1/Q2 'Look Ahead' coordination and implementation plans in place	January
Transition from GD and use Board Effect for all BOD documents.	Q1
Organization chart approved	Q1: Explore, define Q2: Approved
BOD / Alumni 'Rapid Response Support Team' trained and in place	Q2

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2020 Annual Roadmap (contd.)

Strategic Goal 3: Governance, Leadership, Operations

Streamline operations and develop accountability for effective and efficient deployment of strategic initiatives

Key Deliverables	Estimated Due Date
Conduct membership feedback survey on BOD initiatives	October
Revise Board Members responsibilities by December 2020	Q4: _Revised and Approved
Apply for and win National Chapter of Excellence and/or Distinction award for 2020	Q4
Meet National requirements for 'Chapter of Good Standing'	Through 2020
Board Effect training complete and site maintained against National requirements	Through 2020
Attend RCC CHATS and National Townhalls as scheduled	Through 2020
Continue to strengthen FBIACAAA BOD and FBI COS relationship and partnership	Through 2020

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2020 Annual Roadmap (contd.)

Strategic Goal 3: Governance, Leadership, Operations

Streamline operations and develop accountability for effective and efficient deployment of strategic initiatives

Key Deliverables	Estimated Due Date
Chapter Leadership Forms submitted to National (due whenever there is a board position change)	Through 2020
BOD Integration and Transition guide updated and in use	Through 2020
<ul style="list-style-type: none">• Hold 1 BOD meeting every 3rd Thursday of the Month. Invite GSM• Hold mid-month meetings as required	Through 2020
Conduct board meetings against protocols	Through 2020
Educate, engage and re-energize alumni on BOD initiatives	Through 2020
<ul style="list-style-type: none">• Each BOD committee is fully staffed with alumni members• Back up for each committee chair identified and trained	Through 2020

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2020 Annual Roadmap (contd.)

Strategic Goal 3: Governance, Leadership, Operations

Streamline operations and develop accountability for effective and efficient deployment of strategic initiatives

Key Deliverables	Estimated Due Date
Submit Speaker Bureau forms for our speaker events to RCC / National	Through 2020
Capture historical data in a manner that increases and validates application for national awards and excites alumni	Through 2020
Continue to strengthen partnership opportunities with NM LE, NM LE CA, Federal LE	Through 2020
<ul style="list-style-type: none">Actively maintain and improve partnership with NMPED, NMSBA, School District SuperintendentsParticipate in NMSBA activities as invited	Through 2020

2020 Annual Roadmap (contd.)

Strategic Goal 4: Communication, Public Relations and Philanthropy

FBIACAAA will have robust strategy and tools in place to meet the needs of its activities

Key Deliverables	Estimated Due Date
Complete “media / press release” training with Mr. Frank Fisher	Q1
At least 3 alumni inducted into Communications, PR and Philanthropy committee with clear roles/responsibilities: <ul style="list-style-type: none">• Social media support• Website support and active maintenance• Newsletter• PR and Philanthropy	Q1
1 newsletter/quarter authored and published via email, posted on website.	January 31 st , April 30 th , July 31 st , October 31 st
Web conferencing and videoconferencing application licensed and in use	Q2
Plan and implement at least 2 philanthropy events against roadmap deliverables	Q2, Q3

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2020 Annual Roadmap (contd.)

Strategic Goal 4: Communication, Public Relations and Philanthropy

FBIACAAA will have robust strategy and tools in place to meet the needs of its activities

Key Deliverables	Estimated Due Date
“Little Library” program collects at least 500 books for donation	Through 2020
Chapter website actively maintained	Through 2020
Social media platform in place, in use and 100 active followers generated by end of 2019	Through 2020
Constant Contact and monthly Alumni Membership Database reconciled	Through 2020

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2020 Annual Roadmap (contd.)

Strategic Goal 4: Communication, Public Relations and Philanthropy

FBIACAAA will have robust strategy and tools in place to meet the needs of its activities

Key Deliverables	Estimated Due Date
Send chapter event highlights and photos to news@fbincaaa.org as requested	Through 2020
Connect Public Facebook page to : https://www.facebook.com/NationalCAAA/	Through 2020
Link our Facebook page to FBI National CAAA Chapter Forum closed Facebook group: https://www.facebook.com/groups/2241755169411369/	Through 2020



2020 Annual Roadmap (contd.)

Strategic Goal 5: Compliance

Operate in the capacity to make us eligible for Chapter of Excellence Award

Key Deliverables	Estimated Due Date
BOD is fully compliant with National requirements	Through 2020
BOD has tools such as establishing a process for receiving compliance concerns and having HR policies to encourage compliance which can then be used in good faith and encourage the BOD to remain in compliance	June -Develop the plan July 30 th -Execute the plan -Audit the plan for success August -Adjust as needed



2020 Annual Roadmap (contd.)

Strategic Goal 6: Events Planning and Partnership with FBI Albuquerque Field Office

Support the FBI ABQ Field Office by re-energizing & re-engaging alumni in FBIACAAA community outreach initiatives events aligned to community engagement, community safety and education

Key Deliverables	Estimated Due Date
SAC Breakfast events	TBD - Samantha 1H 2020 2H 2020
FBIACA Jr. SA T-shirts	TBD - Samantha
Dinners for CA <ul style="list-style-type: none">• Sponsors: Alumni & BOD	TBD - Samantha
Adopt a school	TBD - Samantha
Holiday - Adopt a family	TBD - Samantha

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2020 Annual Roadmap (contd.)

Strategic Goal 6: Events Planning and Partnership with FBI Albuquerque Field Office

Support the FBI ABQ Field Office by re-energizing & re-engaging alumni in FBIACAAA community outreach initiatives events aligned to community engagement, community safety and education

Key Deliverables	Estimated Due Date
FBI Director Meeting	TBD - Samantha
Participate in FBI family day	TBD - Samantha
Teen Academy Food on graduation (Pizza)	TBD - Samantha
Food for FBIACA Jr. SA	TBD – Samantha

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2020 Annual Roadmap (contd.)

Strategic Goal 6: Events Planning and Partnership with FBI Albuquerque Field Office

Support the FBI ABQ Field Office by re-energizing & re-engaging alumni in FBIACAAA community outreach initiatives events aligned to community engagement, community safety and education

Key Deliverables	Estimated Due Date
2 Speaker events identified and planned <ul style="list-style-type: none">National Speakers:<ul style="list-style-type: none">SSA Perez “Mandalay Bay Mass Shooting” ;SSA Ron Hopper “Pulse Night Club Shooting”Partner with local LE Citizens Academy as needed	February August
FBIA – Alumni re-engagement	Q1, Q2, Q3, Q4
2 Elder Fraud education events at La Vida Llena	Q1 Q3

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2020 Annual Roadmap (contd.)

Strategic Goal 6: Events Planning and Partnership with FBI Albuquerque Field Office

Support the FBI ABQ Field Office by re-energizing & re-engaging alumni in FBIACAAA community outreach initiatives events aligned to community engagement, community safety and education

Key Deliverables	Estimated Due Date
2 SAC Status Updates	Q2 Q4
2 Addiction Education for NM youth * [Gadsden / Las Cruces OR Aztec / Farmington]	Q2 Q4
Alumni Social Event *	Q2
Partner with local industry on after school STEM program for T or C . Plan, coordinate and implement *	Q3
National conference	Q3
Quantico Trip	Q3

* Roadmap Deliverables Dependent on Alumni Engagement

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2020 Annual Roadmap (contd.)

Strategic Goal 6: Events Planning and Partnership with FBI Albuquerque Field Office

Support the FBI ABQ Field Office by re-energizing & re-engaging alumni in FBIACAAA community outreach initiatives events aligned to community engagement, community safety and education

Key Deliverables	Estimated Due Date
Leverage web conferencing and videoconferencing application to include alumni and /or remote locations across NM in roadmap initiatives as needed	Through 2020
La Vida Llena “Senior Education Series” program *	Through 2020
Support and/or participate with FBIA cybersecurity coordinator as needed *	Through 2020
Develop “healthy lifestyles” (preparing our youth for future challenges / career opportunities) curriculum and content as requested by NMPED, NMSBA and/or NM School Superintendents. Pilot small scale*	Through 2020
Annual meeting	December

* Roadmap Deliverables Dependent on Alumni Engagement

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Help Needed: **Your support on committees, your passion and creativity!! Help transform FBIACAAA into a vibrant & strong Association in support of our FBI/IA Partners!**

- ☐ Complete and turn in your 'FBIACA Alumni Intake Form'
- ☐ Complete and turn in your 'Talent, passion, interest' survey form
- ☐ We need your leadership and support on the following BOD committees:
 - Fund raising
 - Communications, public relations and philanthropy
 - Social media support
 - Website support and active maintenance
 - Newsletter
 - PR and Philanthropy
 - Membership
 - Reach out to your fellow CA graduates



DEA SAC (Retired) Mr. Mike Vigil

Chief of International Operations

"My experiences as DEA Undercover in the Domestic and International Drug Trafficking"

