

# APFA

## BOARD OF DIRECTORS MEETING

### 2016 FALL BOARD OF DIRECTORS MEETING

October 5-6, 2016  
Embassy Suites DFW North  
Grapevine, Texas

Resolution Tally Sheet	Resolution #: 4
	Maker: Vargas
	Second: Dunaway
	Date: 10/06/2016
	Time: 1:39 p.m.

Resolution Name: APFA Emails, Videos and Presentations

<input checked="" type="checkbox"/> AFFECTS POLICY MANUAL: SECTION 12, B & C		
YES = Yes	ABS = Abstain	PXY = Proxy Vote
NO = No	N/A = Absent	REC = Recuse
PASS = Pass		

COMMENTS: WITHDRAWN

	B O S	C L T	D C A - A A	D C A - U S	D F W	L A X	L G A	M I A	O R D	P H L	P H X	R D U I	S F O	S T L	PRES - Tie- Breaker
	Milenkovic	Bossi	Valenta	Britton	Bedwell	Nikides	Eherts	Trautman	Wroble	Kaswinkel	Seelye	Smedley	Adair	Foust	Ross
YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PASS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PXY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES:       NO:       ABSTAIN:       ABSENT:   
 Status: *Passed*       *Failed*       *Tabled*       *Withdrawn*       *Show of Hands*

**WHEREAS**, Article III, Sections 3.L(1) and (2) of the APFA Constitution authorize the APFA Board of Directors to set policy for APFA and to modify the APFA Policy Manual as it deems appropriate; and

**WHEREAS**, APFA National Officers, Base Officers, National Department Chairs and other representatives conduct a great deal of APFA's business via e-mail; and

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**WHEREAS**, emails in which APFA business is conducted are APFA business records and the property of APFA; and

**WHEREAS**, videos, PowerPoint presentations and similar material created by APFA or on behalf of APFA also are the property of APFA;

**THEREFORE BE IT RESOLVED**, that Section 12 of the APFA Policy Manual be amended to include new sections B and C, with the sections that follow relettered:

**B. EMAILS USED FOR INTERNAL OR EXTERNAL COMMUNICATION**

1. All use of emails to conduct APFA business must be done on an apfa.org address if APFA has provided such an address to the user.
2. APFA emails shall not be transferred to an external storage device, including but not limited to, a thumb drive or disk, except that an occasional email may be transferred for business purposes so long as the email also remains in the apfa.org account.
3. All emails in which APFA business is conducted are the property of APFA.
4. APFA email accounts shall not be “wiped clean” without the written authorization of the four (4) National Officers.

**C. APFA VIDEOS, POWERPOINT PRESENTATIONS AND SIMILAR MATERIALS**

1. All videos, PowerPoint presentations and similar materials made by or for APFA, whether in soft or hard copy, are the property of APFA. They must be created and retained on the APFA network or, if that is not feasible, otherwise remain in the possession of APFA.
2. Such materials may not be transferred to an external storage device, including but not limited to, a thumb drive or disk, except that an occasional video, PowerPoint presentation or similar material may be transferred for business purposes so long as the same material remains on the APFA network or otherwise in APFA’s possession.
3. Such material shall not be destroyed without the written authorization of all four (4) National Officers.