MNIAI
Board of Directors
Mini Meeting
via Microsoft Teams
December 4, 2025 ~ 1430 hours

Members present: Board Chair Jessica Slavik, President Bradley Litke, 2nd Vice President Steve Swenson, 3rd Vice President Jeremy Alley, Sergeant at Arms Ashley Nacey, Media Editor Patricia Drew, Historian Dean Olson and Secretary/Treasurer Jennifer Jaspersen.

Member absent: 1st Vice President Josh VonHaugg and IAI Division Representative Pat Warrick,

President Bradley Litke called the meeting to order at 1430 hours. Since this meeting is an abbreviated one, no Treasury reports or minutes from the previous meeting were distributed to attendees for review.

Old business: There was no Old Business to address.

New business: Bradley updated the Board on the status of our Division becoming incorporated and obtaining 501(c)3 tax exempt status. The subcommittee, consisting of Bradley, 2nd Vice President Steven Swenson and Secretary/Treasurer Jennifer Jaspersen, continue to work with attorney Lizzi Kampf of Larkin Hoffman, a business law firm, on this project. Lizzi has completed and filed Articles. Next steps will be to circulate the Written Action to the MNIAI Board for approval along with the Bylaws. She is now working on meshing our current Bylaws with the Minnesota Nonprofit Corporation Act. Once the action and Bylaws are approved, she can send it out via DocuSign.

The subcommittee deemed it prudent that we transition our physical address away from Jennifer's home address. Upon Board approval, a UPS box has been rented. The address for this box will be used for registering the Division in regards to all things relating to incorporation. It will also be used for any other physical correspondence relating to the Division. The address is: 7964 Brooklyn Blvd, Suite 105, Brooklyn Park, MN 55445. Steven asked who the second keeper of the mailbox key will be. Media Editor Patricia Drew volunteered to be that keeper.

Bradley went on to say that an email address has been created for the Division. That address is mniai4691@gmail.com. This is where the annual corporation renewal forms will be sent. Lizzi advises that it may be helpful to have an address that several key officers would have access to so there is shared monitoring. Jennifer can provide the password to this Gmail account to whomever is willing to be a key officer. It is suggested that these officers are not in positions that transition off of the Board after their position as Board Chair has ended. ***Please contact Jennifer at jlj6975@comcast.net if you are willing to have access to the account.***

Jennifer mentioned that Lizzi is confident that we will have a Tax ID Number (TIN or EIN) by the end of 2025. This will be used on invoices that are sent to certain agencies for annual dues renewals and for replacing Jennifer's SSN on the MNIAI bank accounts. This is key to removing any potential liability from her.

Bradley asked Board Chair Jessica Slavik if she has any advice for him regarding the 2026 Conference. She believes getting an early start is key. Confirming Presenters is first and foremost because the information received from them; topic, titles and times, are needed for marketing purposes. Marketing using a flyer and distributing it via email works well. Jessica sent the 2025 Conference flyer to every law

enforcement agency in the state. She looked for email addresses to Crime Scene Teams and Training Officers for use with sending the advertisement. She also used the flyer to advertise with Sponsors.
Bradley mentioned that Steven found and read the following in our Bylaws regarding a Conference Committee:

ARTICLE V - COMMITTEES

Section 4. *The Conference Committee shall* ***consist of the President and three (3) members*** *of the MNIAI whose duties shall be to define the perimeter of and to establish the contents of the Annual Conference.* (emphasis added)

Bradley is asking for volunteers from the Board to join him on this committee. Jennifer suggested the three Vice Presidents fill these roles. Scheduling presenters and sponsors would be part of the committee's responsibilities. Steven suggested that we speak of this planning committee, and its roles, during the next Conference and let the assembly know that details will be covered during the Business Meeting. It might incentivize members to want to join the meeting and, subsequently, the Board of Directors.

Discussion commenced about each President putting together a 'how-to-plan-a-conference' instruction manual, of sorts, including what worked well and what didn't with their particular Conference. This would be extremely helpful for every incoming President; especially for those who have little or no experience with planning large events.

Bradley mentioned potential national presenters for the 2026 Conference. This is a result of what he gleaned from the IAI Conference in Orlando, Florida this year. It is something he will look into further.

Bradley spoke of changing how we work with sponsors. He suggested more of a monetary involvement on their parts, instead of a physical presence at our Conferences. He did not rule out having sponsor tables, if the sponsor wishes to attend. Bradley's thought for monetary-centered involvement is based on donation levels that are incremental. We currently have something like this in place but it does not offer an incentive for sponsorship. Bradley suggests something like this: Gold Level Sponsorship, for x-amount of dollars, gives a sponsor a form of advertising that all attendees of the Conference will see (printed flyer as a hand-out, etc.). Media Editor Patricia Drew suggested having a PowerPoint display running during the annual banquet that shows each sponsor's logo and web address, or something similar to that.

Bradley went on to say that he has some case studies lined up for next year's conference but would like ideas for other presentations. Patricia said that hands-on and interactive presentations seem to go over really well with attendees; such as, developing fingerprints. She also reiterated her offer of materials that she has and is willing to donate for these types of presentations. Steven suggested contacting Hamline University for potential presentations involving current research they are involved in. Bradley said that he has spoken to someone there and will connect with them again. 3rd Vice President Jeremy Alley asked if the venue has limitations on what types of hands-on workshops we can conduct. He is specifically wondering about certain chemicals. He is offering to do a LCV workshop, like he did at the Holiday Inn in Alexandria back in 2019. Bradley will ask the Inn on Lake Superior about any policy they might have regarding use of chemicals. Jeremy also suggested some court testimony training with defense attorneys and/or prosecutors. Bradley said he is working on confirming a presentation that is similar to Jeremy's suggestion. Patricia commented that having attorneys presenting at our Conferences helps attendees network with the judiciary side of criminal justice. Patricia also suggested presentations from the Minnesota Coroners' and Medical Examiners' Association (Mncmea). They have very good presentations that they might be able to offer.

Bradley then broached the subject of updating our Division's 'look'. He suggests changing the logo to something more modern-looking. He also suggested a sleeker-looking Conference brochure and asks that anyone who has talent and/or tools to create these types of things, please send your creations to the Board for consideration.

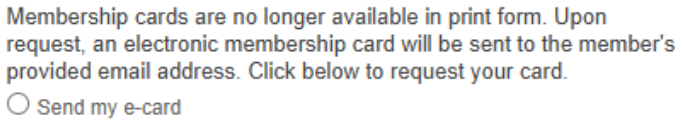
Bradley is looking into getting an app for Conference registrations, agendas and presenter evaluations. This would greatly reduce the amount of printing needed for our conferences. He knows of someone he can get suggestions from in this area.

Bradley asked if there are any tasks that Jennifer would like to have help with or would like to pass off to another Board member. Jennifer responded that she does not have the talent or tools to update our logo, etc. but she can place the updates onto our website to try to improve its look. Historian Dean Olson said he is not opposed to changing the logo. Jennifer asked if the change should be voted on by the entire membership or if it would be something the Board of Directors *only* would decide on? Bradley said the Board would be tasked with this.

Bradley asked Jennifer if it is necessary to haul all of the merchandise to our Conferences. Jennifer informed the Board that, in the past, she brought shirt samples for display purposes only and took orders for any purchases made. Orders would be mailed out, post-conference. She would bring the entire inventory of coins and pins to the Conference because those are the items people are most interested in buying.

Steven asked about ways of reducing the polo shirt inventory. Bradley asked how many we currently have, after giving 50 away at the 2025 conference. Jennifer responded that we have 234 shirts worth $5,850.00 (if sold at full price of $25.00 each). Bradley then asked what the original cost was for these shirts. Jennifer said she would dig for this information. *This is what was found: The most recent purchase of polo shirts (and logo digitization) was in 2014. The price per shirt was $21.90. Our mark-up is only $3.10.* There seemed to be a consensus among the Board that we should actively figure out ways to get rid of these shirts. Maintaining inventory that doesn't sell well is counterproductive. Conducting inventory reduction sales does not seem to help. This has been offered for the past three years at our Conferences. The number of polo shirts sold at the 2023, 2024 and 2025 Conferences equals zero. Bradley then asked Patricia, as our Media Editor, if she has experience making logos, etc. Patricia said she *can* design things and suggested we look into patches and/or stickers. She suggests asking the membership to submit designs for these items. Perhaps we can 'pay' members who work on these designs by giving them polo shirts. *As an aside, one possible reason for the lack of shirt sales at our Conferences is that we do not accept cards for payment anymore. Years ago, PayPal did away with their mobile PayPal Here card reader. This being said, we do not sell shirts via our website store either, where payments are made using cards.*

One item that wasn't discussed, but should be made known, is a change that we will explore regarding membership cards. We wish to move to a digital format starting in 2026. Doing so will save the Division money on card stock, postage and printer ink. There will still be some cards printed and mailed. We have several LIFE Active members that have no email addresses associated with their membership accounts so those cards would be printed. The idea for this change came in an email discussion between President Litke, 2nd Vice President Swenson and Secretary/Treasurer Jaspersen. An addition has been placed on the renewal page of our website: https://www.mniai.org/membership-renewal-and-contact-updates.html. The following screen shot shows the added text and option:



The thought behind this change is that it seems most people just toss their card into a drawer or throw it away once they get it. Here is an example of what the digital 'card' *could* look like. Upon request, it would be saved in PDF format and sent via email as an attachment.

Thank you for your dues payment. Here is your new 2026 membership card. I look forward to seeing you at the MNIAI Annual Educational Conference September 9-11 at The Inn on Lake Superior, 350 Canal Park Drive, Duluth, MN 55802. Call the Inn directly to make sleeping room reservations: 218-729-1111. Be sure to mention you are with the MNIAI to receive the special room rates. Check our website for details, more information and updates: www.mniai.org.

Bradley Litke, President

Minnesota Division
of the
International Association
for Identification
2026 Membership Card



Bradley shared his goal for 2026 Conference attendance. He would like to see 100+ attendees participate.

No new member applications were presented at this abbreviated meeting.

Dean moved to adjourn the meeting. Jennifer seconded the motion. All were in favor and the meeting was adjourned at 1530.

Respectfully submitted,
Jennifer Jaspersen - Secretary/Treasurer MNIAI