



Law Enforcement Records and Information Association

Executive Board Meeting MINUTES

Date	January 27, 28 & 29, 2015	Location: Red Lion Inn – Pasco, Wa
Time	1/27 @1700 – 1/29 @1216	

Members in attendance:

<input checked="" type="checkbox"/>	President	Bobbi Romine	<input type="checkbox"/>	Director	
<input checked="" type="checkbox"/>	1 st Vice President	Jeanne Jacobs	<input type="checkbox"/>	Director	
<input checked="" type="checkbox"/>	2 nd Vice President	Lezlie Arntz	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input checked="" type="checkbox"/>	Secretary	Kimberly Petty	<input type="checkbox"/>	Past President	
<input checked="" type="checkbox"/>	Treasurer	Julie Ubert	<input type="checkbox"/>	Committee Chair	
<input checked="" type="checkbox"/>	Director	Cathy Munoz	<input type="checkbox"/>	Committee Chair	

Agenda Topics	
Introductions and Welcome of Guests	
1. Approval of Minutes	
<ul style="list-style-type: none"> ➤ Bobbi called meeting to order at 7:05 PM ➤ No approval of minutes; no minutes available for last Executive Mtg 	
2. Treasurer's Report	
<ul style="list-style-type: none"> ➤ Treasurer Report (see handout) – Julie Ubert; approval tomorrow once officers have been sworn in 	
3. Committee Reports Training	
<p>Bylaws:</p> <p>Legislative:</p> <p>Property & Evidence:</p> <p>Publications/Website:</p> <p>NEW Website: review; looks good – agree to get it going and pay \$250 later to add the member-approved new emblem/logo</p> <ul style="list-style-type: none"> - Joan will send current logo to Cathy for website - Target Date: February 13, 2015 - <i>ACTION ITEMS: Content for Website</i> 	

~HOME PAGE – LEIRA about/introduction (Jeanne & Joan)
 ~TRAINING/EVENTS PAGE -
 ~ADD “awards” tab / scholarships, awards, etc.
 ~Membership Website: Tyna
 ~Training/Events: Julie
 ~Members Only Section: Cathy
 ~*Historical Archive Section: after March 28, 2015*
 ~Resources: Bobbie/Lezlie (Kimberly will provide some information re: UVISA’s (from Sara Fitzgibbons/KCSO) and Public Disclosure.

** If content, send as Word. If document, send as PDF.

*** Cathy will put together a training for the Board

Regional Training:

- Regional Training
 - West/March-April:
Workplace Respect & civility (Kimberly sent email to Chief re: Captain Bennett facilitating this training on work time so the cost will be expenses only for LEIRA)
 - Leadership/Generations (Kimberly sent an email inquiry to Anne Kirkpatrick to see if she would be willing to do this training)*
 - East/June:
PRA-Advanced with Michael Connelly (Lezlie to contact WCIA for scheduling)
 - West/August:
PRA: Personnel Records Jeanne facilitating this training
 - East/November:
PRA: Personnel Records Jeanne facilitating in Cheney

4. Conference

- Taylor/Red Lion Inn went over DRAFT Group Sales Agreement
 - Attrition is 50% of room block; rooms drop 30 days before event
 - Room rate (single or double) is \$92.00
 - Food \$6,000 Minimum (menu confirmed 4 weeks prior to event)
 - **Action Item:** Review Audio/Visual needs (separate fee) *cost sheet
 - **Action Item:** confirm number of rooms before we leave
 - **Action Item:** confirm Board attendee list for 10/6 check-in

Executive Board Meeting: Conference Details

- Contract set aside for review before approval
- **Days/Times: October 7-9, 2015**
 - October 6: Executive Board Meeting
 - October 7: Full day training

- *New Members Reception
- October 8: Full day training
- *Banquet
- *Past presidents
- October 9: Half day training

➤ **Meals / Menu PLANNING**

- Breakfast 8:00-9:00
~ Scrambled Eggs/Bacon/Potatoes/Fruit BUFFET (Weds-Fri); **ACTION ITEM:** ask hotel about other options --- @1141 per hotel, it's okay to add another plated breakfast choice as a buffet
- Lunch 12:30-1:30 (Business Lunch Thursday); **ACTION ITEM:** ask hotel about other options (too heavy) - @1142 we have additional options like sandwiches, etc.
- Dinner 5:30-6:30 (Banquet Thursday Night)
~Chicken Parmesan (Wednesday)
~Prime Rosemary Roast Beef (Banquet-Thursday)
- Dessert/Wine Hospitality for New Members 6:30 (Wednesday Night); **ACTION ITEM:** talk to hotel about taking lunch/dinner desserts for both days and combining for dessert/wine hospitality reception – @1144 per hotel, since dessert is included, we can eliminate it from meals and have it as a dessert reception; donated wine okay, but the hotel bar tender has to serve it – need permit and corkage fee (\$10 per bottle – reduced to \$5 per bottle) // the hotel will be looking at it how we can do it. **Room 1314** presidential suite has connecting room. Normal bed removal fee is \$50 per bed. Outdoor balcony.
- Morning/Afternoon Snacks (Weds/Thurs); **ACTION ITEM:** Bobbi checking into sponsorship (\$700-900 per breakout) – 4 total @1152 okay to add in break menus at a later date; okay to bring in candy (“favors”)

➤ Program / Handouts

- App Download

➤ Conference SAVE THE DATE – *Julie*

➤ Local Honor/Color Guard (Wednesday lunch) – *Lezlie to contact*

➤ Local Sheriff/Police Chief (Wednesday lunch); Sheriff of Pasco do the “welcome to Pasco speech” – *Lezlie to contact*

➤ **Board Members Covered for the following:**

- 1 Night hotel stay (Tuesday (10/6/2015) Executive Board Mtg.)
- Registration fee w/ meals
- ** *agency responsible for hotel only on Weds/Thurs Night(s)*

➤ **Conference Attire (Board):**

- Business Casual

➤ **Conference Training:**

- Carol Vance / Heather Reynolds – **Juvenile Seals / Expungement**; would like expectations (how long, type, etc.)
- **ACTION ITEMS:** Instructor Contract (A/V, projector, white board, flip chart, laptop, copies/handouts, deadlines, what's included,etc)

Wednesday (3 tracks)

- **Track 1: Professional**
 - *"Courtroom Survival Techniques" - CJTC (Prosecutor?)
--- Kimberly to ask around about this; KC PAO and CJTC
 - *Juvenile Seals / Expungement (Carol Vance / Heather Reynolds)
--- Bobbi to call Carol & Heather
- **Track 2: Supervisor**
 - *How to write evaluations/staff selection (Connie Paulson)
 - *Leadership (Connie Paulson)
--- Lezlie to check with WCIA re: Connie Paulson all day training
- **Track 3: Technical**
 - *Property & Evidence (all day)
--- Bobbi to call Julie Stuveland

Thursday (8:00-12:00)

- Gilmartin (everyone)
--- Bobbi to follow up on Gilmartin
- Working with Generations- Anna Liotta
--- Kimberly to follow up

Friday (8:00-12:00)

- Public Disclosure: Top 3
 - *Juveniles
 - *inmate requests
 - *electronic production – where to look
--- Jeanne to follow up with Sarah and Ramsey
- Crime Lab
--- Lezlie will contact Cheney & Spokane
- Workplace Respect & Civility
--- Kimberly to contact Captain Michelle Bennett

➤ Membership Database provided by Tyna Antonson

Adjourn - ACTION ITEMS: *Kimberly will send out by February 2, 2015*

President – Bobbie Romine

1. Provide hotel with breakfast item options (2 of 3)
2. Provide hotel with lighter lunch items
3. Confirm with hotel trading lunch/dinner dessert items for the Wednesday after dinner wine/dessert reception in the President's Suite
4. Check into sponsorship with local businesses for breaks (\$700-900 per break x 4)
5. Check with Gilmartin for 10/8/2015 all day training
6. Check with Julie Stuveland for 10/7/2015 all day Property/Evidence Track
7. Check with Carol Vance & Heather Reynolds regarding Juvenile Seals / Expungement training 0800-1200 on 10/7/2015
8. Check into "acknowledgement" of past Presidents
9. Check into pricing for 30th anniversary lanyards (Shindigz or IDville)
10. Check into sponsorship for

11. Provide content for website (Resources section) to Cathy by February 13, 2015 **If content, send as Word. If document, send as PDF*

1st Vice President – Jeanne Jacobs

1. Check with Sara & Ramsey AND Jeff Meyer re: Public Disclosure training on 10/9/2015 0800-1200 specifically focused on “top 3” 1) Juveniles, 2) Inmate requests, and 3) Electronic Production
2. Provide content for website (LEIRA home page – About/Intro LEIRA) to Cathy by February 13 **If content, send as Word. If document, send as PDF*

2nd Vice President – Lezlie Arntz

1. Check with WCIA re:
 - Michael Connelly training (regional 4-8 hour training)
 - Connie Paulson (conference all day training)
2. Check with Cheney/Spokane re: Crime Lab training for Conference Training (October 9, 2015 from 0800-1200)
3. Contact local Honor/Color Guard for Wednesday lunch
4. Contact local Sheriff’s/Police Chiefs for Wednesday lunch; Chief of Pasco for “welcome speech”
5. Provide content for website (Resources section) to Cathy by February 13, 2015 **If content, send as Word. If document, send as PDF*

Secretary – Kimberly Petty

1. Email TCR Letter to group (citizen for stand-alone accident rpts)
2. Email team LERN contact information
3. “Workplace Respect & Civility Training” with Captain Michelle Bennett; she is up for it – I am working with Sheriff to get her there on King County time for two (2) trainings... Conference & Regional.
4. “Working with Generations” with Anne Kirkpatrick; emailed Anne to check her availability and information
5. “Courtroom Survival Techniques” (CJTC) – checking regarding trainers, etc. Checking with King County PAO also
6. Check with Mary Perry re: Friday 10/9/2015 PRA panel
7. Checking with potential vendors (GovQA, Imagenet, RecordTrac, Evidence.com, Socrata, Tiburon and LexisNexis, etc.)
8. Provide content for website (UVISA/sf and Public Disclosure) to Cathy by February 13 **if content, send as Word. If document, send as PDF*

Treasurer – Julie Ubert

1. Fall Conference SAVE THE DATE
2. Review Audio/Visual needs (separate fee) **cost sheet*
3. Provide number of rooms before we leave
4. Confirm Board attendee list for 10/6 check-in
5. Provide Content for website (TRAINING/EVENTS) to Cathy by February 13 **if content, send as Word. If document, send as PDF*

Director – Cathy Munoz

1. Survey Monkey; if we send questions to Cathy, she can build a survey monkey for LEIRA
2. Work on “members only” section for website (member login)
3. Add “awards” tab/section to website by February 13

WASPC Ex-Officio – Joan Smith

1. Provide content for website (LEIRA home page – about/Intro to LEIRA) to Cathy by February 13 **If content, send as Word. If document, send as PDF.*

5. Old Business

Executive Board Meeting Breakfast

- Stephanie Shook swearing in of new President, Bobbi Romine
- Bobbi Romine swearing in of officers
- Jeanne made motion to accept Treasurer's Report; Lezlie 2nd motion

6. New Business

➤ **LEIRA Archive Clean-up Meeting**

- **March 27, 2015 @ 0800 in Olympia**

*look for instructor contract

➤ **LEIRA Emblem**

- New emblem design suggestion
 - ~Bylaws require options for members to vote on
 - ~Existing emblem is not an option unless redone for technology; existing is too feminine and doesn't apply to male memberships
 - ~New emblem embraces broader membership base, it's current and modern, clean and relevant – good branding
 - ~concern re: badges; making sure badge and Sheriff's star represented all agencies – we are law enforcement and it represents us as a group
- Send out 30 days prior to business meeting (i.e. with elections and bylaw changes) to active members

➤ **BUDGET**

- Archivist \$ 150
- Awards & Plaques \$ 500
- By-Laws \$ 0
- Capital Outlay \$ 0 – revisit
- Conference Committee \$ 0
- Conference FALL \$ 22,000
- Conference FUTURE \$ 5,000
- E-Board Expenses \$ 5,000
- Forms \$ 0
- Legislative Committee \$ 500.00
- Membership \$ 150.00
- Membership Promo \$ 1000.00
- Memorabilia Committ \$ 0
- Miscellaneous \$ 150.00
- Office Supplies \$ 0
- Postage \$ 50.00
- President's Expense \$ 1200.00
- Professional Services \$ 1200.00
- Property and Evidence \$ 0

- Publishing & Printing \$ 0
- Regional Training \$ 1000.00
- Scholarship Fund \$ 500.00
- Training Committee \$ 500.00

Julie makes motion to approve the budget, tabling the Capital Budget until we have more information, can do more research. Lezlie 2nd the motion @1120 Motion Passed

➤ **Training Committee Chair:**

President appoints *Sara Fitzgibbons* (King County Sheriff's Office Records Supervisor); will be included in future executive board meeting (Summer?)

- 2015 Conference Executive Board Responsibilities: without a committee / chairs in place, the LEIRA E-Board will be doing everything associated to the conference and should be at the hotel and available

Lezlie *makes motion* for LEIRA to pay for hotel for ALL E-Board members; Cathy 2nd the motion. *LEIRA will pay for the E-Board to stay at the hotel @1140 Motion Passed

- Google Accounts for E-Board for shared documentation and to alleviate the need to use work email, etc.

Jeanne makes the motion to beta test the Google Account for the E-Board this year; Julie 2nd motion @1214 Motion Passed

- FORMS: Leslie volunteered to help redoing/reworking forms

Adjournment: Jeanne motions to adjourn Executive Board meeting; Julie 2nds. Motion approved @1216 01-29-2015