



LEIRA

**Executive Board Meeting  
October 18, 2016  
Guest House Inn, Poulsbo, WA**

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ATTENDEES                    1<sup>st</sup> Vice President / Acting President - Jeanne Johnson Jacobs  
   2<sup>nd</sup> Vice President - Lezlie Arntz  
   Secretary – Sandra Ullrich  
   Director - Cathy Munoz  
   WASPC Ex Officio Proxy - Kellie Lapczynski

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**5:00 PM                    1<sup>st</sup> Vice President Jeanne Johnson Jacobs, acted on behalf of President Bobbie Romine, called the meeting to order.**

- Called for additional Agenda items as follows:
  - WAPRO’s Needs for Certificate – Bobbi was not present, so this was not discussed as it was her agenda item and those present were not familiar with the needs.
  - 2017 Membership Fee
  - Providing Electronic Training Materials
  - Hosting agency Registration
  - Executive Board Registration
  
- Accept Outstanding Executive Board Minutes
  - Executive Board Meeting – May 15, 16 and 17, 2016 – Salish Lodge, Snoqualmie, WA
    - Discussed the fact there is no dollar amount for Travel Expenditure listed in the minutes. Cathy stated that at the time we were discussing the budget and not actually creating a budget. It was determined to accept minutes without the dollar amount.
    - Cathy made a motion to accept minutes from May 15, 16 & 17, it was seconded by Lezlie, motion passed.
  - Executive Board Meeting – September 12, 2016 – Ellensburg, WA
    - The minutes were reviewed. No corrections or additions were noted.

- Lezlie made a motion to accept minutes as presented from September 12, 2016, Cathy seconded, motion passed.
- Treasurer, Julie Ubert, was unable to attend this meeting. She forwarded the LEIRA Budget vs Actuals: FY2016 – FY16 P&L and Statement of Financial Position as of October 18, 2016 (attached below).
  - Everyone had the opportunity to review the line items
    - Cathy moved that we accept the Treasurer's Reports as submitted, Lezlie seconded, motion passed.
- Established items for discussion for tomorrows General Business Meeting.
  - Last call for election.
    - Ballots were originally sent out on October 5th. To give all members an opportunity to vote and/or submit write-ins, Lezlie will send out again with closing at 5:00 pm on October 27<sup>th</sup>.
    - Each board member will reach out to the general membership if they are interested as being a write-in for a position and/or volunteer for a committee.
  - President's Message
  - Minutes and Treasurer report will be on website for review
  - Instructor Appreciation

**7:00 PM            Break in Meeting**

**7:18 PM            Meeting called back to order, all in attendance**

- It was suggested Julie send out a proposed 2017 budget by December 1<sup>st</sup>.
  - Have a discussion via email, then adopt.
    - **Action Item: Julie to create a proposed budget with Jeanne's input and Bobbie to implement this action.**
- Training for 2017 will continue on current course, staying with the Regional Training concept. This will give us the opportunity to build our training committee.
  - Providing electronic training materials was discussed at length. It was decided with the nature of confidential documents often used in our trainings that we don't necessarily want to use the website as the source at this time. For the upcoming Snohomish County training we will work with the instructors to see about possibly burning the materials to a CD for handout and reducing the number of paper copies that are needed to be created.
  - Southwest area will host training in the first quarter of 2017.
    - **Action Item: Sandra to coordinate and agenda to be determined.**
- All official documents should be given to the Secretary, upon approval. The Secretary will be responsible to send to Joan Smith at WASPC to house in Archives.
  - **Action Item: Sandra to be responsible for forwarding official documents.**
  - **Action Item: Sandra to ensure minutes to be sent to entire board, giving suspense date for getting back to her.**
- Does the Executive Board wish to have the 2017 President Elect seek Directors to fill the 3 vacancies
  - Discussed to seek 2 Directors at this time.
  - Each Board member should make an effort to reach out and contact LEIRA members to seek their interest in being involved for Director or Committee Chair
- January 2017 Executive Board meeting.
  - Discussed location in between the East and West side Board Members.

- Will meet in Ellensburg in January, tentatively set for January 10<sup>th</sup> thru 12<sup>th</sup>.
  - Check in the night of the 10<sup>th</sup>, meet for 8 hours on the 11<sup>th</sup> and then meet for a maximum of 4 hours on the 12<sup>th</sup>.
  - Email to be sent to absent Executive Board members to see if these dates are feasible.
  - Upon confirmation, President will send out email to board members.
- Discussion regarding PayPal accepting Registrations and Membership fees.
  - We have struggled with PayPal's reports
    - Double entries, Agency Name (but no individual member name)
  - Decision made to revert back to sending out Invoices for payment.
  - Obtain data base such as Office 365, having storage in the cloud.
  - Need to invest in a proper electronic data base so any board member can access.
    - **Action Item: Lezlie to double check all portals and after reviewing we will be invoicing those who attended training without registering and did not pay.**
- Check with partnering with WAPRO to see if we can do a Law Enforcement Records track at their conference.
  - **Action Item: Jeannie to discuss with WAPRO**
- Discussed the benefits to our members in having us involved in legislative issues.
  - It would be a good idea to have a voice on issues.
  - It is too late to establish agenda items for 2017 Legislative Session, but not for participation in the Legislative arena.
  - Jeanne stated she would be interested in helping with the Legislation Chair person.
  - Cathy also expressed an interest in legislative issues.
- LEIRA membership fees will stay the same of \$50, for the calendar year of 2017.
  - Lezlie made the motion to keep the membership fee of \$50 for the calendar year of 2017. Sandi seconded, motion pass.
  - Discussed that the membership dues invoice will be sent out by January 15<sup>th</sup> of the effective calendar year.
    - Sandi made the motion to have membership dues invoices be sent out by January 15<sup>th</sup> Cathy seconded, motion passed.
- Discussed allowing Executive Board members to attend LEIRA training free of charge.
  - Cathy created Standing Rule 32, Executive Board members are allowed to attend LEIRA training free of charge
    - Cathy made a motion to accept Standing Rule 32, seconded by Sandi, motion passed.
- Discussed the Host agency(s) of Regional training receive complimentary registration per day.
  - Cathy created Standing Rule 33, Host Agency(s) will receive up to 2 complimentary LEIRA training registration per day.
    - Cathy made a motion to accept Standing Rule 33, Lezlie seconded, motion passed.

**9:02 PM**

**Meeting Adjourned**

- Motion made by Cathy to adjourn meeting at 2102 hours, seconded by Lezlie, motion passed.

**LEIRA**  
**Budget vs. Actuals: FY2016 - FY16 P&L**  
 January - December 2016

	Total		
	Actual	Budget	% of Budget
<b>Revenue</b>			
Conference-Fall		0.00	
Interest Earned (deleted)	3.94		
Membership	9,975.20	10,000.00	99.75 %
Miscellaneous Income		150.00	
<b>Regional Training</b>			
Reg Trng-Apr	2,492.20	700.00	356.03 %
Reg Trng-Dec		700.00	
Reg Trng-Oct	6,137.70	700.00	876.81 %
Reg Trng-Sept	3,616.10	700.00	516.59 %
<b>Total Regional Training</b>	<b>12,246.00</b>	<b>2,800.00</b>	<b>437.36 %</b>
Uncategorized Revenue	7.52		
<b>Total Revenue</b>	<b>\$22,232.66</b>	<b>\$12,950.00</b>	<b>171.68 %</b>
<b>Expenditures</b>			
Archivist		100.00	
Awards and Plaques		200.00	
Conference Future		5,000.00	
Conference-Fall Expense		0.00	
Conference-PayPal		0.00	
Scholarship		0.00	
<b>Total Conference-Fall Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Executive Board	6,661.75	12,000.00	55.51 %
Membership Committee			
Paypal-Membership	45.30	200.00	22.65 %
Total Membership Committee	<b>45.30</b>	<b>200.00</b>	<b>22.65 %</b>
Membership Promotions		200.00	
Miscellaneous Expenses	211.48	0.00	
Benevolent	169.55	200.00	84.78 %
Total Miscellaneous Expenses	<b>381.03</b>	<b>200.00</b>	<b>190.52 %</b>
Office Supplies	79.62	100.00	79.62 %
Presidents Expense	400.00	1,100.00	36.36 %
Professional Services fees	1,294.22	10,000.00	12.94 %
Regional Trainings			
Regional Training-Apr		50.00	
PayPal-Apr	39.65	50.00	79.30 %
Total Regional Training-Apr	<b>39.65</b>	<b>100.00</b>	<b>39.65 %</b>
Regional Training-Dec		500.00	
PayPal-Dec		50.00	
Total Regional Training-Dec	<b>0.00</b>	<b>550.00</b>	<b>0.00</b>
Regional Training-Oct		500.00	
PayPal-Oct		50.00	
Total Regional Training-Oct	<b>0.00</b>	<b>550.00</b>	<b>0.00</b>
Regional Training-Sept	1,017.73	1,200.00	84.81 %
PayPal-Sept	31.04	50.00	62.08 %
Total Regional Training-Sept	<b>1,048.77</b>	<b>1,250.00</b>	<b>83.90 %</b>
Total Regional Trainings	<b>1,088.42</b>	<b>2,450.00</b>	<b>44.43 %</b>
Training Committee	2,317.06	5,000.00	46.34 %
Total Expenditures	<b>\$12,267.40</b>	<b>\$36,550.00</b>	<b>33.56 %</b>
Net Revenue	<b>\$9,965.26</b>	<b>\$ -23,600.00</b>	<b>-42.23 %</b>

This report was created using QuickBooks Online Plus.

**LEIRA**  
**Statement of Financial Position**

As of October 18, 2016

	Total
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ASSETS	
Current Assets	
Bank Accounts	
General Checking	30,479.27
Savings	30,246.12
Total Bank Accounts	<hr/> \$60,725.39
Total Current Assets	<hr/> \$60,725.39
TOTAL ASSETS	<hr/> \$60,725.39
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LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<hr/> \$0.00
Total Current Liabilities	<hr/> \$0.00
Total Liabilities	<hr/> \$0.00
Equity	
Opening Balance Equity	53,881.88
Retained Earnings	3,233.69
Net Revenue	3,609.82
Total Equity	<hr/> \$60,725.39
TOTAL LIABILITIES AND EQUITY	<hr/> \$60,725.39
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Tuesday, Oct 18, 2016 01:51:52 PM PDT GMT-7 - Accrual Basis

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