



# LEIRA EXECUTIVE BOARD

*"Dedicated to the advancement of knowledge through sharing & exchange of professional experiences & technology"*

President: Jeanne Johnson Jacobs ♦ Past President: Bobbi Romine ♦ 1<sup>st</sup> Vice President: Lezlie Arntz  
♦ 2<sup>nd</sup> Vice President: Sara Fitzgibbons ♦ Treasurer: Julie Ubert ♦ Secretary: Lisa Edlin  
♦ Director: Cathy Munoz ♦ Director: Rana Hoover ♦ Director: Joshua Rees  
♦ Ex-Officio: Joan Smith - WASPC

## Executive Board Meeting Minutes

January 16, 2018

WASPC, Lacey, WA

### ATTENDEES

President - Jeanne Johnson Jacobs	Ex-Officio – Joan Smith
1 <sup>st</sup> Vice President - Lezlie Arntz	Training Chair – Chris Leyda
2 <sup>nd</sup> Vice President – Sara Fitzgibbons	Director – Sara Fitzgibbons
Treasurer – Julie Ubert	Director – Rana Hoover
Secretary – Lisa Edlin	Director – Joshua Rees

08:08AM President Jeanne Johnson Jacobs called the meeting to order.

- Introduction of new board members
- Call for additional Agenda items - No additional agenda items added.
- Joshua Rees motioned to accept Executive Board Minutes of October 11, 2017 in Kennewick, WA and Sara Fitzgibbons seconded and motion carried.

### Treasurer's report

Checking \$46,471.97 Savings \$40,270.87

- Discussion about researching a better interest rate for our bank accounts.
- Julie reviewed the per diem rates and the 2018 mileage rate for the Board Members. The 2018 mileage rate is .545 per mile.
- Lezlie Arntz made a motion to accept the treasurer's report and Sara Fitzgibbons seconded the motion and motion carried.



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## Membership

- Discussions of sharing membership responsibilities between Julie Ubert and Lezlie Arndt.
- Julie explained that every member was invoiced this year with the ability of paying by credit card.
- All Board members were given login information and will have access to the One Drive with the ability to check membership status and other information.
- Folders have been created to designate paid invoices and outstanding invoices.
- QuickBooks has the ability to auto deposit all credit card payments.
- Discussion about our invoicing policy. Our goal is to advertise our yearly training far in advance to minimize the invoicing issues we had in 2017.
- Discussion of having a third rate/incentive rate and a walk-in rate for training classes.
- We will provide a form at each training for those walk in/not registered and they will be invoiced.
- Include the option to apply for a membership on the invoice.

9:45 AM Jeanne Johnson Jacobs, Sara Fitzgibbons, Lezlie Arntz and Joan Smith attended the WASPC board meeting.

- Discussions on how the board will share information to members via email.

*Action Item- Cathy Munoz Can our website send a notification to our members notifying them of a job opening, advertisements or updates?*

- Discussion of partnering with PRI for training.

*Action Item- Chris Leyda will contact PRI to discuss the possibility of LEIRA paying for airfare and lodging in return for a discounted rate for LEIRA members to attend the "Building a model records unit". Contact WCIA to offset part of the cost.*

- The board emphasized the importance of involving more members from Property & Evidence groups who might be able to provide more training.

*Action Item- Sara Fitzgibbons will invite Janelle Knight from Snoqualmie PD to coordinate a committee to represent the Property & Evidence Committee.*

- Discussions of Mary from Kennewick and Janelle Knight from Snoqualmie forming a Property & Evidence Committee.
- Sara Fitzgibbons advised she has someone interested in being on the Legislature and Bylaws Committee and will pass the information to Cathy Munoz.



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## 2018 Regional Training

Discussions for training opportunities on each side of the State

- East Side anticipated training
  - Spring Evidence & Order to Surrender- Kennewick
  - Spring Public Disclosure Beginning & Advance-Spokane
  - Fall Court Orders-Ellensburg
- West Side anticipated training
  - Spring Evidence & Order to Surrender – Mt Vernon
  - July Building a Model Records Unit OR Court Orders-Marysville
  - Fall Public Disclosure Beginning & Advanced – Sequim

Dates – To Be Determined

*Action Item- Josh Rees will coordinate a date for Sequim in the fall.*

*Action Item- Lezlie Arntz coordinate a date for Kennewick in the spring.*

*Action Item- Chris Leyda will coordinate with Sara Fitzgibbons for Ellensburg Training.*

*Action Item- Coordinate date for Mt Vernon training.*

- Julie Ubert & Chris Leyda will work on training packets for the Regional training sessions.
- Julie Ubert motioned to accept the 2018 Regional Training Draft and Lezlie Arntz seconded the motioned and it passed.

## 2019 Conference Discussion

- Jeanne discussed an application (ex. whova.io) for members to use instead of printing the training materials.

*Action Item- Joshua Rees will research different types of applications that we might use for our upcoming conferences.*

- Lezlie shared many different types of giveaways for conference such as media storage, chargers etc.... a 2 GB memory stick cost \$4.00 each for estimated 150.
- Discussion regarding vendors potentially donating the giveaways or paying the cost. Vendors could also host a reception or lunch.



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- The Conference contract has been confirmed for May 7-10, 2019 in Walla Walla.
- Bobbi Romine will be the Coordinator for Vendors. It might be a good idea to share the duties for contacting Vendors. Below is a list of vendors discussed and the Board members will contact them as soon as the Sponsorship form is created. CLEARs has a website and maybe we could do something similar. <http://clears.org/corporate-sponsors>

### Action Item- Board members contacting the listed vendors;

- Gov QA- Rana Hoover
- Mark43- Sara Fitzgibbons
- Spillman- Rana Hoover
- Stancil- Josh Rees
- Lexis Nexis- Chris Leyda
  
- Joan Smith provided examples of some programs/brochures for the Conference. One of the brochures was created by DOC facility at a discounted rate.

### Action Item- Sara Fitzgibbons will research quote including DOC for upcoming Conference material.

- Partnering with CJIS/Records Academy and schedule a Board member to attend and promote LEIRA.
- Discussion of the possibility for Cathy Munoz to create a user group/list serve type group on our website as a tool for our members. If we could create something on our site to facilitate communication between agencies with industry information.

### Action Item- Cathy Munoz – Is it possible to create a user group for our website to include a central location for our members to get information.

- The board is working on confirming other types of trainings to add to the schedule. Some other types of training for the conference are NICS, Redaction, NIBRS, PRA, Verbal Judo, Crime Analysis, Digital Transformation, Retention, NICS 201 with State Laws, Restoration of rights and Protection Orders.

### Action Item- Sara Fitzgibbons contacting Sheila at WAPRO regarding a redaction class partnership for future conference.



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- Discussed preliminary details about the first night President's reception and the possibility of having a murder mystery style dinner the second night in lieu of a traditional banquet style dinner.

*Action Item- Rana Hoover will research the Murder Mystery evening and find out if they can do it on location.*

- The dress will be business casual for the reception.
- Gift baskets from each agency will be encouraged to give away as door prizes
- The board anticipating the Host agencies might work on swag bags.
- Information for the Conference Packet Deadline is July 1, 2018.
- Meeting adjourned for the day at 3:50pm

### January 17, 2018 Board Meeting Continues...

- Josh Rees and Lezlie Arndt Audited the Financials with Julie Ubert.
- Audit was approved and complete. Julie will submit 2017 financials to the account to file the taxes.

Meeting started at 8:28am

- Board members inventoried the items that have been stored at the WASPC site. There are approximately eight boxes of information, supplies and financials being stored. It was suggested we get a quote for a vendor to scan the items.

The board will follow best practice for nonprofit when categorizing historical files. Some of the items such as lanyards (approximately 200) and name badges in the boxes can be utilized for the 2019 Conference.

*Action Item- Sara Fitzgibbons will get quotes for scanning the information and storing it digitally and a quote for a new LEIRA banner.*

*Action Item- Lezlie Arndt will get a contact list of all the agencies from Joan Smith. The list will be used for contacting agencies about LEIRA trainings.*



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*Action Item- Julie Ubert will create a 2018 Folder in the one drive to store any information the Board has gathered. The board was encouraged to utilize the one drive location for storing information.*  
[Onedrive.live.com/about/en-us/leirawa@outlook.com](https://onedrive.live.com/about/en-us/leirawa@outlook.com)

*Action item – All Board Members are encouraged to find a guest speaker for the Conference "Kick Off" on Wednesday morning. Each member should submit by email two possible motivational speakers by January 31, 2018.*

The training topic at the 2019 Spring Conference and the Board Member who is the contact person is listed below.

- Leadership – Sara Fitzgibbons contacting Captain Michelle Bennet for Workplace Ethics, Emotional Intelligence.
- Public Records Act – Julie Ubert contacting Jeff Myers & WCIA to see if they will cover some of the cost if he is available.
- NICS 201 – Rana Hoover contacting WSP/FBI for NICS training.
- AOC – Protection/Court Orders – Chris Leyda & Sara Fitzgibbons will work together to create a training module on orders including OTS.
- Crime/Evidence – Rana Hoover & Josh Rees talking to Janelle Knight to work on an evidence training class.
- Retention/Destruction – Lezlie Arndt contacting Scott Sackett for digital retention class.



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Tentative Schedule for 2019 Spring Conference -

Wednesday - May 8<sup>th</sup> 8-5pm

Breakfast 7-8am

8:15-9:30 Opening Ceremony/Colors/President Opening Speech

9:30- 11:30 – Kick Off Speaker – Motivational TBD

Lunch

1:30 – 5:00

Retention/Digital Destruction – Lezlie Arntz

Leadership – Sara Fitzgibbons

Property/Evidence – Rana/Josh

5:30-8:00 President's Reception

Thursday - May 9<sup>th</sup>

Breakfast 7-8am

8-5pm

NICS 201 – WSP/FBI – Rana Hoover

PDR – Jeff Meyers – Julie Ubert

Leadership – Capt. Bennet – Sara

Dinner 5:30pm

Friday – May 10<sup>th</sup> 8-12

Evidence/Crime Lab/Roundtable – Rana & Josh

Protection Orders/ERPO/Stalking – Sara Fitzgibbons

PRA Roundtable Workshop – Rana Hoover



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- A motion to accept the 2019 Spring Conference contract by Josh Rees and it was seconded by Sara Fitzgibbons. The motioned passed.
- Julie Ubert will contact Bobbie Romine regarding the 2019 Conference contract and other related items.

Follow up meeting for 2019 Conference is scheduled for June 5-6, 2018 in Walla Walla.

Rana Hoover motioned the EBoard meeting adjourn and Josh Rees seconded the motion and it passed @ 11:30am.