

LEIRA

Executive Board Meeting May 15, 16 and 17, 2016

May 15, 2016

ATTENDEES President – Bobbie Romine
 1st Vice President – Jeanne Jacobs
 2nd Vice President – Lezlie Arntz
 Secretary – Sandra Ullrich
 Treasurer – Julie Ubert
 Director – Cathy Munoz
 WASPC Ex-Officio – Joan Smith

6:40 PM

Executive Board Meeting (River View Suite)

- Bobbi called meeting to order at 6:40 PM
- Welcome and introduction of the Executive Board
- No approval of minutes; no minutes available for last Executive Meeting
- Treasure and Budget reports were tabled until tomorrow
- Currently no Committees
- Future of LEIRA was discussed
 - We need to grow
 - Currently no one new stepping up to run for Board positions
 - Reformulate the organization as a whole?
 - Joan Smith suggested to umbrella under CJTC
 - It was suggested to umbrella under WASPC
 - Mitch Barker coming to meeting tomorrow to discuss this possibility
- Briefly discussed hiring a part time accountant.
- Discussed Training
 - We need to be innovative with our training
 - Does CJTC offer a spot in the trainer course ?
 - Reach out to LEIRA members for their expertise
 - Cooperate with WAPRO?
 - Reach out to RRFMI (Police Records Management Group)
- **Action Item: Bobbi asked all of us to be prepared to continue discussing the future of LEIRA**

PM

Adjournment at 8:25 pm

May 16, 2016

8:30 AM

Executive Board Meeting (River View Suite)

- Bobbi called meeting to order at 8:37
 - Discussed Regional Training
 - Advanced Public Disclosure
 - Michael Conley and Sara DiVittorio
 - **Action Item: Jeanne to contact Sara to see if and when she would be available. Dates for training will be established based on that availability**
 - Discussed having three 2 day training sessions before the end of the year
 - Day 1 – Beginning Public Disclosure
 - Day 2 – Advanced Public Disclosure
 - Cost - \$50 member, \$100 non-member – Lunch on your own
 - July/August, East Side, Leszlie to coordinate
 - September October, West side South, Sandra to coordinate
 - November/December – West side North, Jeannie and Julie to coordinate
 - Joan asked that it not be held the week of July 18 – 22
 - Take into consideration WASPC Conference held on November 14
 - Discussed paying an outside company to create a website / enhance our current website. It still came down to needing people to contribute content.
 - Create an easier way to track finances
 - Bookkeeper?
 - Taxes
 - Filing with State
 - Pay Invoices
 - Create Executive Board Treasure Report
 - Collect Fees
 - Create Contract – Letter of Intent
 - Allocate up to \$4,000 per year
 - Motion made to have Julie Ubert research/find a bookkeeper / professional service to acquire cost estimates. This was seconded by Lezlie. Motion passed.
 - Professional Services could
 - Create a newsletter
 - Manage current web site or update
 - Need content for web page
 - Check with Rebecca (last name ?) for help with social media
 - Need to acquire resources on each side – East / West
 - Check with LERN for training topics
 - **Action Item: Sandra will check with LERN**
 - Check MRSC.org – Municipal research
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- Transparency news from WAPRO

 - Reviewed and updated existing Standing Rules
 - SR 2 Existing "Sheriffs and Police Chiefs may become associate members of L.E.I.R.A."
Change to "Employees of organizations which have interests in criminal justice activities such as WASPC, AOC and jails, may be considered for membership upon application."
 - SR 4 Existing "Minutes of meetings will be published in the newsletter and not read at the meetings.
Change to "Minutes of meetings will be published on the L.E.I.R.A. web site."
 - SR 7 Existing "It was decided to have documented committee reports for the newsletter to save time during the general business meetings at future conferences.
Change to "It was decided to have documented committee reports published on L.E.I.R.A. web site"
 - SR 24 Existing, "Non-L.E.I.R.A. members shall pay the non-member conference rate fee for the conference registration.
This standing rule was removed in its entirety.
 - SR 26 Existing, "It was decided to discontinue publishing a Membership Booklet, since this information is now kept updated on the L.E.I.R.A. website.
Change to "It was decided to discontinue publishing a Membership Booklet, since this information is now kept updated on the L.E.I.R.A. website. A copy of the membership directory, minutes and training records will be created and archived by the secretary at the end of each fiscal year. The documentation will be stored in the WASPC archive.
 - SR 27 Existing, "The Board decided to give plaques to the past presidents.
This standing rule was removed in its entirety.
 - SR 28 Existing, "It was decided that Lifetime Members would receive a certificate."
Change to "It was decided that Lifetime Members would receive a certificate at the time of the resignation as a life member.
 - SR 29 Existing, "Any Police, Sheriff's Department, Department of Public Safety, Tribal Law Enforcement, University Law Enforcement or other specifically named agencies with arrest powers, shall be considered for Active Membership. The following named agencies shall be considered one agency throughout the State, regardless of various office locations and allowed only one vote:

Department of Wildlife
Gambling Commission
Liquor Enforcement
State Parks
National Parks
Department of Corrections

- This standing rule was removed in its entirety.
- SR 30 Existing, "The L.E.I.R.A. Newsletter should be published two times or more pre year. Deadlines for articles should be 20 days prior to publishing to allow ample time for formatting and distribution to the general membership."
- This standing rule was removed in its entirety.
- SR 36 Existing, "The Nomination Committee will, within 30 days of the scheduled election of officers, confirm to the Executive Board that candidates meet qualifications as stated in Article VI, Section 4 of the by-laws. A confirmation of agency support is also required. Candidates seeking the office of Treasurer must submit proof of training or work experience necessary to fulfill the duties of this office."
- Change to "The Nominating Committee will, with 30 days of the scheduled election of officers, confirm to the Executive Board that candidates meet qualifications as stated in Article VI, Section 4 of the by-laws. A confirmation of agency support is also required."

Cathy made motion to accept Standing Rules, seconded by Lezlie. Motion passed.

Action Item: Bobbie to look into costs for new Board Member pins.

- Mitch Barker, WASPC Executive Director and James McMahan, Policy Director met with us to discuss the future of L.E.I.R.A. and the possibility to umbrella under WASPC.
 - Discussed difference between WAPRO and L.E.I.R.A. Being L.E.I.R.A. is law enforcement oriented while WAPRO is not.
 - Question – Would we meet at WASPC Conferences?
 - Would there be room for Records?
 - Should a committee be created for Records?
 - What is the cost factor?
 - Would WASPC help with training?
 - Would our meetings run at the same time?
 - Risk pool would help with training
 - Mitch advised us to ask membership what they want out of having to be a member of L.E.I.R.A.
 - We should concentrate on Regional training and Conferences, not membership
 - Suggestion of having a "President" for each region and they would make up the Executive Board

- Advised to put a hold on our current funds
- Suggested that we not dissolve for another year or two
- Mitch was supportive for having L.E.I.R.A. umbrella under WASPC, however, felt this may not be the solution.
- James spoke in regards to Legislative matters
 - He stated we need to bring our concerns/suggestions to our Chiefs or Sheriffs
 - GTWO – Get The Word Out
 - Be specific what we want to be presented as a bill
 - He sympathized with our frustrations regarding bills covering public records requests
- Continued conversation if we wanted to be a committee under WASPC
- Discussed utilizing direct marketing

- Extensive discussion was held on the future of LEIRA and what we need to prepare to dissolve, merge, or keep things going.

- Bobbi asked for a recap
 - **Look into hiring Bookkeeper – Julie**
 - **3 Regional Training**
 - **East Side – Lezlie**
 - **West Side South – Sandra**
 - **West Side North – Julie / Jeanne**
 - **Focus on Committees**

Action Item: Bobbi to send email to membership regarding election for Executive Board

PM

Adjournment at 4:25 pm

May 17, 2016

Bobbi called the meeting to order at 0800

- Audit of finances was conducted by Lezlie and Cathy. No discrepancies were found.
- Discussed Budget
 - Allocate funds for Julie and Jeanne to attend LEMA Conference in Baton Rouge - \$5,000
 - WASPC (Joan Smith) to house L.E.I.R.A. archives
 - Thumb drive – allocate \$100
 - Plaques - \$200
 - Executive Board - \$12,000
 - Membership – Pins, \$200
 - President’s Expense - \$1,100
 - 2 WASPC Conferences
 - Montana?
 - Special Services - \$10,000
 - Attorney Fees
 - Create Letter of Intent explaining our needed services
 - Receive Bids
 - Regional Training - \$500
 - Travel -
 - Training Committee - \$4,000

Motion made to approve 2016 Budget by Cathy, seconded by Lezlie.
Motion carried.

- Discussion – Cathy suggested that we ensure that the venue we choose for Regional training is large enough to house attendance. She stated that training that she hosted in Spokane was at full capacity.
- Discussed have an Election Meeting sometime in the 4th quarter (Oct/Nov/Dec)
- **Action Item: Jeanne to get recommendation from Ramsey regarding his knowledge on 501C organizations. If we are to dissolve, what is the process?**
- **Action Item: Julie and Lezlie sent an email to see if they could meet with representative(s) from LERM (Law Enforcement Records Management) at the Upcoming 2016 PRI Conference being hosted by New Orleans PD, August 8th – 10th**
- **Action Item: Cathy will contact WAPRO and discuss options if LEIRA were to dissolve would they be interested in working together in some fashion.**

**Motion to adjourn meeting made by Julie and seconded by Lezlie. Motion passed.
Meeting adjourned @ 09:20.**
