



LEIRA

**Executive Board Meeting
September 12, 2016
Ellensburg, WA**

ATTENDEES President – Bobbie Romine
 2nd Vice President – Lezlie Arntz
 Director – Cathy Munoz
 WASPC Ex-Officio – Joan Smith

10:00 AM President Bobbie Romine called the meeting to order.

- Discussion on quorum
 - After consulting the bylaws and Robert's Rules of Order, it was determined that the meeting could and should continue as we did have a voting quorum. The group agreed that no significant decisions would be made.
 - It was discussed if the issue should be addressed in the bylaws and it was decided to leave it alone for now.
- Approval of minutes
 - The minutes from the May 2016 meeting were reviewed. It was decided that they are still in a draft format only and were not approved. The issue will be tabled for the next EB meeting.
- Treasurer's Report
 - Julie Ubert was unable to attend the meeting but provided electronic documents showing the status of the organization is in good financial standing. These reports have been added to the end of the minutes.
 - Lezlie made a motion to accept the treasurer's report, Cath seconded, motion passed.
- Training Updates
 - Julie Ubert was unable to attend the board meeting but provided a written recap of what she learned at the LERMS conference while researching new training that we could bring to our membership.

- The new 2 day public disclosure classes have been launched and are receiving positive reviews. The next classes are scheduled for Poulsbo in October. There is still a desire to provide a class in SW WA in November or December.
- Dissolving a 501c3 organization
 - Bobbie asked Cathy for a report on research she had been asked to do on what would have to happen to dissolve LEIRA if support to keep it going cannot be found. The following steps would have to take place.
 - There would need to be a unanimous executive board resolution to merge, consolidate, or dissolve.
 - Per our bylaws, $\frac{3}{4}$ of the voting membership would have to approve the resolution.
 - LEIRA would have to cease to act in any capacity other than to wrap up business such as notifying and paying all creditors, file a final IRS tax return, etc. A revenue clearance must be received.
 - A plan of distribution would need to be created and after all of the expenses are taken care of the remaining funds contributed to a 501c3 such as WASPC or WAPRO.
 - Articles of dissolution must be filed with the secretary of state.
 - All research indicated that an attorney would be very helpful with the process if we ever get to that point.
- Elections
 - Lezlie was asked to serve as the elections chair for the 2017 e-board.
 - Lezlie will recruit candidates and create a ballot.
 - Possibly use Survey Monkey for the elections. Cathy can help her set it up if that is the route she would like to use.
 - Biographies and letters of support from the agency head should be obtained by each person interested in running
 - **Action Item: Bobbie will e-mail the membership about elections with the date it will close, etc.**
 - **Action Item: Lezlie will run the elections.**
- General Membership Meeting
 - By-laws require a general membership meeting during the 4th quarter
 - Meeting will be held in Poulsbo in conjunction with the training.
 - EB will meet the evening of the 18th and can attend the training that day if they desire.
 - Business meeting will be on the 19th at Guest House Inn and Suites
 - **Action Item: Bobbie to make reservations and reserve meeting location**
 - **Action Item: Cathy to post information on the website giving the membership the required 30 day notice of the meeting date/time/location.**
- Generating future participation/interest in LEIRA
 - After the elections create a survey for the membership to determine
 - Willing to help keep LEIRA going
 - What members are willing to contribute
 - What members would like to see from LEIRA
 - **Action Item: EB members should bring question ideas to the EB meeting on the 18th.**

LEIRA Treasurer's Report Sept 2016

Please excuse my absence from this board meeting as I had previously scheduled class I am training for our NewWorld RMS. Financially, LEIRA continues to thrive and have success with our regional trainings- currently bringing in over \$5700 on two trainings so far. Not depicted in the profit and loss statement prepared are two deposits which are for the October regional training. One deposit is for \$600 from checks mailed in and the other is roughly \$2800 from online registrations.

We currently have the following amounts in our checking and saving account (not including the deposits mentioned above):

Checking- \$30,479.27

Savings: \$30,246.12

After the last board meeting, I made the switch to QuickBooks online. It is much more robust than the 2008 version I had been working on! I love it! It has taken some getting used to and I am still learning. The Interest Earning (deleted) line on the Profit and Loss statement I am still figuring out. I was able to link QuickBooks with our bank. This is fabulous because when items are processed through the bank, it automatically downloads to QuickBooks-which saves a lot of time. However, when our 2008 data exported over and then synced with our bank it had our earned interest listed twice so I had to delete the double entry. I am not sure why it is listed on the profit and loss statement that way. I will continue to research.

There are still items I have yet to research in this version of QuickBooks. There is an invoicing feature which will be nice-I currently invoice through PayPal. QuickBooks also has the ability to link with our PayPal account. I want to study up on that before I do it though.

Income received from membership is on par from 2015. From the Treasurer point of view it has tremendously helped to have one fee for membership. It has saved a lot of time when processing payments and ensuring people have paid enough. Overall with the implementation of this version of QuickBooks and the set fee for membership, from my position, I feel we can hold off on hiring an accountant for 2016 and revisit next year. Also with everything I have on my plate at work, I have been unable to update the information Bobbi sent me and resend out an RFP. If anyone has any experience with that and wants to help, it would be appreciated.

I do see the need for additional assistance. Bobbi has been tracking memberships and registrations. As of right now, there is not a way other than what is posted on the website for us to be able to share the database. We need to be able to share real time information. Is Microsoft 365 the way we need to go? As of right now I do not think everyone on the board is using their Gmail and we have not been able to make google docs work for us as far as sharing data. What do you think?

Lastly, I wanted to tell you about the LERMS Conference I attended in New Orleans on behalf of the board. It was actually PRM's first full conference which I didn't realize prior. That would explain why he was slow to respond to emails before the conference. For their first conference, it was well attended-capped at 150 attendees. They had 4 tracks and the classes repeated so you could attend all of them. They posted all their presentations on their website prior to the conference and did not provide handouts at all. We got an email prior that we needed to bring a laptop so we could take notes during class. No one had a problem with that.

Breakfast only was provided and a gathering the evening before the conference started-similar to the First Timers Gathering we would have at our conferences. There were also breaks with cookies and soda in the room with the Vendors. So if you wanted to get something you had to interact with the vendors. There were 4-5 total mostly RMS vendors. They did offer some good training on how to run a top notch

records department and had great tips for making your office as electronic as possible. Because their audience was not just from one state it was not as specific as I would have liked but overall it was great! There was a class on how to start your own state records organization. The instructor was from CLEARs and remembers Jeannie from way back when. He used LEIRA as an example in many of his talking points. It was amazing to see that LEIRA is known throughout the country.

I was able to connect with people from many states, mostly from the SouthEast. I met with Ed Claughton from PRM and a gentleman from CLEARs who teaches for them (his name is escaping me right now). They were very nice and reiterated that every organization they speak with is having similar volunteer issues as LEIRA. Ed actually stated when he was looking for trainers and industry records leaders for his conference, he looked to LEIRA. When he read on our website that we may not be around next year, he reached out to CLEARs instead. He would love to partner with us for a conference or just come training with us-just to let him know. He said he would also share this vendor request letters and anything else they could do to help. It was wonderful to next work with them and hopefully create a partnership between LEIRA and PRM in the future.

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

	Total		
	Actual	Budget	% of Budget
Revenue			
Conference-Fall		0.00	
Interest Earned (deleted)	3.94		
Membership	9,190.20	10,000.00	91.90 %
Miscellaneous Income		150.00	
Regional Training	5,767.20	2,800.00	205.97 %
Uncategorized Revenue	6.29		
Total Revenue	\$14,967.63	\$12,950.00	115.58 %
Expenditures			
Archivist		100.00	
Awards and Plaques		200.00	
Conference Future		5,000.00	
Conference-Fall Expense		0.00	
Executive Board	5,752.16	12,000.00	47.93 %
Membership Committee	45.30	200.00	22.65 %
Membership Promotions		200.00	
Miscellaneous Expenses	381.03	200.00	190.52 %
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	1,088.42	2,450.00	44.43 %
Training Committee	2,317.06	5,000.00	46.34 %
Total Expenditures	\$11,357.81	\$36,550.00	31.07 %
Net Revenue	\$3,609.82	\$ -23,600.00	-15.30 %

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

	Actual	Total Budget	% of Budget
Revenue			
Conference-Fall		0.00	
Interest Earned (deleted)	3.94		
Membership	9,190.20	10,000.00	91.90 %
Miscellaneous Income		150.00	
Regional Training			
Reg Trng-Apr	2,492.20	700.00	356.03 %
Reg Trng-Dec		700.00	
Reg Trng-Oct		700.00	
Reg Trng-Sept	3,275.00	700.00	467.86 %
Total Regional Training	5,767.20	2,800.00	205.97 %
Uncategorized Revenue	6.29		
Total Revenue	\$14,967.63	\$12,950.00	115.58 %
Expenditures			
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	
Total Conference-Fall Expense	0.00	0.00	0.00
Executive Board	5,752.16	12,000.00	47.93 %
Membership Committee			
Paypal-Membership	45.30	200.00	22.65 %
Total Membership Committee	45.30	200.00	22.65 %
Membership Promotions		200.00	
Miscellaneous Expenses	211.48	0.00	
Benevolent	169.55	200.00	84.78 %
Total Miscellaneous Expenses	381.03	200.00	190.52 %
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	39.65	100.00	39.65 %
Regional Training-Dec		500.00	
Paypal-Dec		50.00	
Total Regional Training-Dec	0.00	550.00	0.00
Regional Training-Oct		500.00	
Paypal-Oct		50.00	
Total Regional Training-Oct	0.00	550.00	0.00
Regional Training-Sept	1,017.73	1,200.00	84.81 %
Paypal-Sept	31.04	50.00	62.08 %
Total Regional Training-Sept	1,048.77	1,250.00	83.90 %
Total Regional Trainings	1,088.42	2,450.00	44.43 %
Training Committee	2,317.06	5,000.00	46.34 %
Total Expenditures	\$11,357.81	\$36,550.00	31.07 %
Net Revenue	\$3,609.82	\$ -23,600.00	-15.30 %

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This report was created using QuickBooks Online Plus.