



# L.E.I.R.A. 2011

## Executive Board Meeting

<b>October 25, 2011</b>		<b>1319-1610 hrs</b>		<b>Campbell's Resort, Chelan WA Conference Room</b>	
Meeting called by	Beck Miner, President		Notetaker	Stephanie Shook, Secretary	
Members in attendance	<input checked="" type="checkbox"/> Pownall, Kay	1 <sup>st</sup> Vice President	<input checked="" type="checkbox"/>	Johnson Jacobs, Jeanne	Archivist
	<input checked="" type="checkbox"/> Romine, Bobbi	2 <sup>nd</sup> Vice President	<input checked="" type="checkbox"/>	Smith, Joan	Ex-Officio
	<input checked="" type="checkbox"/> Ubert, Julie	Treasurer	<input type="checkbox"/>	Donnelly, Kelly	Property/Evidence
	<input type="checkbox"/> Swanson, Robin	Director	<input type="checkbox"/>	Ruf, Scott	Past President
	<input type="checkbox"/> Leavitt, Tammy	Director	<input checked="" type="checkbox"/>	Shook, Stephanie	Secretary
	<input checked="" type="checkbox"/> Kelly, Erin	Training/Director			

<b>Agenda Topics</b>
Welcome Message, Becky Miner
<b>1. Approval of Minutes</b>
Review Notes: Correct Jeanne's spelling of her name- Motion to accept notes with above stated correction: Julie Ubert, Erin Kelly seconds the motion, and motion carried
<b>2. Treasurers Report</b>
Julie Treasurers Report- Regional Trainings are doing well we brought in about 6,500 Without this training expenses are about \$1300  Erin total for Campbell's \$3,314-  Goal- was not to make money but keep a balance Still do not have enough money for a full blown conference-scale back on the conference and do only 1 a year with a regional training.  Joan average attendance? Mt Vernon was the largest with 30 people We are slated for 43 people at Campbell's  Years End roughly \$15,000 in checking compared to \$8,000 at the end of last year- we've cut expenses down- Still have a little over \$20,000 in reserves  \$500 outstanding / \$200 is from Walla Walla they called and cancelled yesterday- Board agreed if payment was received to keep it as the

resort cancellation had passed and we would need to cover the expense. However, if payment was not received not to press the issue.

Motion to accept Treasurers Report Bobbi Romine, Stephanie Shook seconds the motion, and motion carried.

### 3. Regional Training

Regional Training-

Survey Monkey- will only show the first 100 responses with the free version we had 128 people respond.  
Public disclosure most popular class-  
Popular location Edmonds

Orders of popularity on training-  
Disclosure  
Records Retention  
CPL

Erin- most interesting was why if you didn't attend then why?  
Budget and Location biggest reason- distance

Other class ideas/instructors  
NIBRS/UCR

Joan- one of WASPC's goal after certification is regional training followed by officer training online for NIBRS  
NIBRS Deadline Jan 1,2012 (154/238 agencies are certified 80% done at end of the yr 31 on extension)

Julie- is there an overview NIBRS class?

Joan- we can certainly do that we want to stress report pulling that you can do within NIBRS

\*Many are on SNOPAC Extension for NIBRS- Julie would like to host training at Lake Stevens for those agencies

Joan- WASPC Chfs Meeting the FBI will host a panel showing the value of NIBRS reporting

Jeanne- mentioned she'd like to see LEIRA partner with WAPRO

Erin- WCIA is willing to partner with LEIRA to teach other locations as well.

Jeanne- Ramsey- is more versed in Law Enforcement Disclosure- he's working on targeted at Law Enforcement Agencies

Bobbi- we've always done public disclosure  
I can see where attendance will go toward firearms/sex offender

Jeanne- most people going to where the attorney are- WAPRO etc  
Maybe we should focus on other elements of training-

Bobbi- are they interested in it from LEIRA or just in general

Approval of Erin's Report motioned by Bobbi Romine, Julie Ubert seconds motion, motion carried.

### 4. Elections

Joan- Elections was sent out to membership via e-mail and no responses at all...

Jeanne- so we started calling...

Joan- may come down to a skimpy ballot and the president will be appointing people-

Transition Meeting- in Early Dec-

Kay is putting together roles and responsibilities

Ballots- out no later than the 15<sup>th</sup> Nov

## 5. Publication/Forms/Website

Nothing new with the website except for when you try to register online it directs you to PayPal to pay-

Jeanne gave Julie the contact for MRSC and the website because WAPRO uses them and its setup great  
Jeanne it was \$2500 to setup website-

Contact us form- needs to be redirected to a new person as Julie will be done at the end of this term-

## 6. Legislative Report

Legislative Report- Public Records Act:

Jeanne (L.E.I.R.A.) Ramsey (W.A.P.R.O.) and Joe Arllo (W.A.S.P.C.)- Will go all together to push for same outcome-

No mechanism to withhold alarm information or vacation checks- PRA allows for citizens to come in and make a request on written vacation checks- Alarm Permits are public records and therefore anyone can make public disclosure on it- Next report will be what we have worked on or the final bills

Motion to accept Jeanne's report made by Erin Kelly, Julie Ubert second the motion, and motion carried.

## 7. Old Business

Kay is putting together a welcome to the board packet-

Kay is making necessary corrections to the travel policy-

Descriptions of board functions to include:

Job description

Roberts rules

Travel policy/rule

Secretary minutes for the past year

(Board recommended this information be put on CD's versus printing it all out)

Kay asked that all input be given to her on or before November 15<sup>th</sup> so she can update the materials.

Effective Communication:

Work on a Newsletter, mending communication and bridges with individuals such as Julie Stuvland and Kelly Donolley.

Russell Barber with LESA Records in Tacoma wants to work with LEIRA to develop a CPL work group.

Rapid Redact- still wishing to form a partnership with LEIRA in the future.

Becky- handed out the bylaws for review and updating as necessary before upcoming transition. She is requesting we have a one day transitional board meeting so that the incoming board feels supported in their roles.

The board voted to get a laptop for the secretary position. Bobbi and Stephanie will work on pricing out a laptop and get the information to Julie so that one can be purchased before the board reconvenes for the transitional meeting. The recommendation was made to have publisher on the laptop to assist with the documents and certificates for training.

**Meeting Adjourned 1610-**