



# L.E.I.R.A. 2014

## Executive Board Meeting

<b>January 23<sup>rd</sup>, 2014</b>		<b>0957-1345 hrs</b>		<b>WA State Criminal Justice Training Commission, Burien WA</b>		
Meeting called by		Stephanie Shook, President		Notetaker	Karla Hiler, Secretary	
Members in attendance	<input type="checkbox"/>	Romine, Bobbi	1 <sup>st</sup> Vice President	<input checked="" type="checkbox"/>	Johnson Jacobs, Jeanne	Archivist
	<input checked="" type="checkbox"/>	Eldred, Cathy	2 <sup>nd</sup> Vice President	<input checked="" type="checkbox"/>	Smith, Joan	Ex-Officio
	<input checked="" type="checkbox"/>	Ubert, Julie	Treasurer	<input checked="" type="checkbox"/>	Pownall, Kay	Past President
	<input checked="" type="checkbox"/>	Hiler, Karla	Secretary	<input checked="" type="checkbox"/>	Custer, Tammy	Training/Director
	<input checked="" type="checkbox"/>	Schuller, Renee	Director	<input type="checkbox"/>		

**Call to Order – Stephanie Shook**  
 Welcome and Introductions

**1. Housekeeping**  
 LEIRA uses parliamentary procedures to conduct meetings; Stephanie Shook distributed Roberts Rules of Order for board member review and use.

**2. Approval of Minutes**  
 Minutes were not available for approval.

**3. Treasurer’s Report**  
 Cathy Eldred presented the Treasurer’s Report for review and approval.  
*Motion to accept Treasurer’s Report as presented: Karla Hiler, Jeanne Johnson Jacobs seconds the motion, motion carried.*  
 Annual audit of Treasurer records to be completed. Renee Schuller, Karla Hiler, and Cathy Eldred will complete audit after meeting and to be reported at general business meeting.

**4. Constitution and By-laws Review**  
 Reviewed by-laws and individual board member roles and responsibilities.  
 Kay Pownall requested board to review constitution and by-laws and make suggestions on changes to better fit the organization.

## 5. Committee Review

Jeanne Johnson Jacobs brought up the importance of having committee liaisons. Liaisons are board members and have the responsibility to report to the president activities and progress of their committees.

Discussion followed on committees and duties. Also there was discussion on committees that don't apply to LEIRA's functions.

*Property and Evidence:* Logan Nelson, Ephrata PD could chair the committee. Erin Kelley is able to be a committee member and/or mentor.

*Membership:* It was reported that Bobbi Romine may have someone who is interested in this committee. This will be followed up on.

*Conference:* Discussion on committee and board member participation.

*Website:* Julie Ubert brought up the issue that the website is a lot of work. However it is a vital piece for communication to membership.

### **Core Committees:**

- *Membership Liaison:* Karla Hiler
- *Website Liaison:* Cathy Eldred and Julie Ubert
- *Conference Liaison:* Stephanie Shook
- *Property and Evidence Liaison:* Bobbi Romine, Marilyn Wyss, Cathy Eldred, or Tammy Custer

## 6. Conference

The conference dates have been set to October 7<sup>th</sup>-10<sup>th</sup>. Stephanie Shook reported on the venue options she requested proposals from:

- Skamania Lodge – resort fee
- Heathman Lodge – no response
- Sun Mountain Lodge – too costly
- Wenatchee – no lodging
- Tulalip – too expensive, \$160/night
- Great Wolf Lodge – just received
- Lucky Eagle Casino – have new conference center however they haven't established government rate policy.
- Alderbrook – received comprehensive proposal with snacks and pop worked into cost proposal.

There will need to be an increased effort in getting information out to members and non-member agencies to draw more attention to the conference and increase attendee count.

*Motion to increase conference training rates to \$150/members and \$225/non-member to reflect increase costs of conference. Jeanne Johnson Jacobs, Tammy Custer seconds the motion, motion carried.*

Discussion on board member travel costs and how to control conference costs.

*Motion to contact Campbell's Resort to discuss 2015 contract. Cathy Eldred, Renee Schuller seconds the motion, motion carried.*

**Break for Lunch: 1140-1240**

## 6. Conference (cont)

Review of Conference Guide Book.

Discussion of conference theme. It was decided against having a specific theme.

Cathy Eldred wants to make an effort to have someone in charge of each training session for introductions of instructors and be available for questions or concerns of attendees.

LEIRA needs to give clear guidelines to instructors and presenters about meals and travel expense reimbursement. LEIRA pays per diem rates.

Raffle baskets and door prizes need to be clearly announced and distributed during meal times and if there is a surplus use as a door prize at the end of class. Also there needs to be announcement for members to bring a basket in the save the date information and conference packet.

## 7. Training

Patty Crane, Member Services Manager for WCIA came to the board meeting to meet with the board and discuss what WCIA can provide to LEIRA to support WCIA members. WCIA currently has 164 agencies/members. Patty is responsible for providing training to members and works closely with associations members of their risk pool are involved with. WCIA provides speaker sponsorships for LEIRA. Poulsbo is WCIA's newest member and they would be willing to host.

Top three losses for agencies are personnel, land use, and police.

*Tentative Regional Training Schedule:*

February 20<sup>th</sup> – Poulsbo  
April – Kennewick  
June – Lake Stevens  
August – Cowlitz County or Woodland

*Training Topics/Instructors:*

- Mike Connelly – Public Disclosure (More emphasis on organization and process)
- Connie Paulson – Leadership/Succession Planning/Communication
- Denise Vaughn, DOC – Injunction/legal process for Public Disclosure
- Bruce Kennen, WASPC – Critical Incident Mapping
- WSP – Amber Alert
- Vulnerable Adults

It was noted that management is an overlooked demographic.

## 8. Website Update

There is no contract; Stephanie Shook is going to follow-up with GovOffice.

**Meeting Adjourned – 1345**