



# LEIRA EXECUTIVE BOARD

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

President: Jeanne Jacobs Johnson ♦ Past President: Bobbi Romine ♦ 1<sup>st</sup> Vice President: Lezlie Arntz ♦  
2<sup>nd</sup> Vice President: Cathy Munoz ♦ Treasurer: Julie Ubert ♦ Secretary: Sandra Ullrich ♦ Ex-Officio: Joan Smith

## Executive Board Meeting Minutes January 11-12, 2017 Hal Holmes Center, Ellensburg, WA

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ATTENDEES President - Jeanne Johnson Jacobs

1<sup>st</sup> Vice President - Lezlie Arntz

2<sup>nd</sup> Vice President – Cathy Munoz

Treasurer – Julie Ubert

ABSENT Past President – Bobbi Romine

Secretary – Sandra Ullrich

Ex-Officio – Joan Smith

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**09:41 AM President Jeanne Johnson Jacobs called the meeting to order.**

- Officers were sworn in for their 2017 board positions.
- Called for additional Agenda items
  - Destruction of 2016 ballots
    - Julie Ubert made a motion to destroy the 2016 election ballots. Lezlie Arntz seconded. Motion carried.
  - Membership status to serve on the e-board.
    - Remember that voting member's on the e-board must have paid for their membership. Anyone running for office must also have paid their membership fee for that year.
- Appreciation plaque for Bobbi Romine's service as the LEIRA 2015-2016 president was given to Lezlie Arntz to deliver to Bobbi since she was not able to attend due to weather.
- Accept Outstanding Executive Board Minutes
  - Executive Board Meeting – Cathy Munoz made a motion to accept the October 18, 2016 meeting minutes. Jeanne Jacobs Johnson seconded. Motion carried.
- Accept Outstanding General Membership Meeting Minutes
  - Membership Meeting – Cathy Munoz made a motion to accept the October 18, 2016 general business meeting minutes. Julie Ubert seconded. Motion carried.



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- Treasurer's Audit Report
  - Cathy Munoz and Jeanne Jacobs Johnson conducted the fiscal year 2016 audit of the financial records and found no irregularities. Jeanne made a motion to accept the 2016 fiscal audit report. Lezlie seconded. Motion carried.
- Treasurer's report
  - The reconciliation report will be attached below. There is \$30,251 in savings.
  - Revenue in 2016 was higher than expected.
  - Unapplied cash payment revenue is how QuickBooks labels the interest earned.
  - Net profit for 2016 was \$10,896.66.
  - Discussion was had about moving more money into savings for a better interest rate. Julie will start by moving \$10,000 over and will monitor checking to make sure it stays sufficient.
  - Lezlie made a motion to accept the 2016 Treasurer's report. Julie seconded. Motion carried.
- Need for an accounting firm
  - Julie feels that since we aren't having a conference there is no need. She also said removing PayPal from regional training payments made life easier.
  - Julie doesn't think that it is necessary on her end at this time and it would not be a wise expense. She feels we should keep it in mind for the future if things change.
- Membership issues
  - Lezlie will send out an invoice to all current and past members to pay their 2017 dues.
  - Lezlie will acknowledge registrations and memberships that come in.
  - PayPal use was discussed. Those involved with it find it difficult to use, cumbersome, labor intensive, and confused several members. It also was expensive to use. Julie made a motion that we no longer use PayPal. Lezlie seconded. Motion carried.
  - **Action item – Lezlie to get the renewals out by January 17.**
  - **Action item – Jeanne will create a President's welcome to new member's letter.**
  - **Action item – Julie will work on getting new pins for members and the executive board with the new logo.**
  - **Action Item – Lezlie will pick up the lanyards from Bobbi for future conferences.**
  - **Action Item – Lezlie will create a new letterhead template.**
- Vacant Directors positions
  - Currently there are no directors on the board. Jeanne would like to find at least one director and have them be a liaison to various committees. The board will work on recruitment to fill the positions.
- Training Committee – Membership Tasks
  - Chris Leyda, Snohomish County, would like to be involved in the training committee. The board discussed appointing her as a training committee chair and what we would like to see the training committee work on. The focus will be for developing the 2018 plan and establishing curriculums, venues, and contacts.

**11:07 AM President Jeanne Johnson Jacobs called a break.**



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**12:36 PM President Jeanne Johnson Jacobs called the meeting back to order.**

- Regional Training
  - Successful and earned \$17,589
  - April – Mike Conley presented Advanced Public Records
  - August, October, and December trainings had Jeanne Johnson Jacobs and Julie Ubert presenting Public Records 101 and Sara Di Vittorio presenting Advanced Public Records.
  - Sara volunteered 24 hours in 2016. The board is recognizing Sara's help with a gift certificate.
  - WCIA sponsored all of the trainings and paid for Mike's speaker fee.
  - We would like to explore the option of providing the members professional training. Julie attended the PRI conference and recommended that we try working with them for a training course. Jeanne also met with the representative from PRI at CLEARs training and concurs that it is worth trying. Cathy recommends we also try partnering with PSTC for leadership and supervisory type classes.
  - Spokane County is requesting the Public Records 101 and Advanced Public Records classes in the spring. Also possibly records retention information.
  - Longview, King County, and Sumner have been interested in hosting regional trainings.
    - **Action Item – Using the Matrix below as a starting point, Jeanne will reach out to these and other areas like Skagit County to see if they are interested in hosting a class.**
  - Lezlie will organize training in Kennewick.
  - Tentative training matrix 2017:

Location	Date	Topic	Notes
Spokane	May 22-23	Public Records 101 and Advanced Public Records	EB meeting in conjunction with WASPC
Kennewick	Sometime in the first 2 weeks of Oct	PRI – Building a Model Police Records Unit	EB and General Meeting
Sumner	2 <sup>nd</sup> week of July	Public Records 101 and Advanced Public Records	
Longview	Early September	TBD	Still interested in hosting?
Skagit Co	August	TBD	Interested in hosting?
King Co	June	TBD – unknown what they want presented	Possible Leadership or Supervision with PSTC

- 2018 Conference Discussion
  - Goal is to have one in a possibly scaled back version. Hoping the training committee will take off and work on this. We would like to announce the conference location/date by the general membership meeting in 2017.



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- Role of Proxy Representative
  - Discussion was had about the use of a proxy to represent members of the e-board positions during absences. There was no language found in the bylaws supporting or preventing the sending of a proxy, the proxy being reimbursed for expenses, or the proxy participating in policy making. It was felt that the use of a proxy for a board member could create problems such as a non-member being present at a board meeting, LEIRA should not incur unnecessary expenses, lack of history, non-elected people representing membership, etc.
  - Lezlie proposes SR 34, Julie Seconded, motion passed.
    - SR 34 For official executive board business, proxy representatives for absent executive board members shall not be authorized.
- President's Absence
  - Jeanne will be taking medical leave from approximately February through March. 1<sup>st</sup> VP Lezlie Arntz will be serving as president per the bylaws. She will be supported by 2<sup>nd</sup> VP Cathy Munoz as needed.
- E-mail for the Executive Board
  - Discussion was had and after research on withholding e-mail addresses the consensus was there was no reason to continue with the LEIRA email addresses. Departments are authorizing board members to participate and therefore the use of their email.
  - **Action item: Cathy will shut down the Gmail addresses and update the website to the board member's work addresses.**
- Website
  - The webmaster and authorized trained designee will be the only people allowed to make changes to the website. They will coordinate with the current president as needed to make sure they are conveying the appropriate message to the membership.
  - **Action item: Jeanne will get Cathy the updated president's message so that Cathy can make updates to the website.**
- CLEARs Report
  - Jeanne shared that the conference was good. She met and worked with their E-board as well as Ed from PRI. CLEARs is having the same problem with getting fresh people on the board, lack of training budgets, apathy, etc. Attendees were interested in shorter training sessions and rotating tracks. The conference is cut back as far as food and beverage services, etc. to save on costs and work for the board.
  - Jeanne showed examples of the legislative work that CLEARs did. It was extensive and they have a full time paid consultant and lobbyist to represent their interests in the CA legislature. She recommends that LEIRA work hard to reengage in legislative matters.
  - Cathy volunteered to get more involved in the legislative aspect of things.

**16:00 PM Lezlie Arntz made a motion to adjourn the meeting. Julie seconded. Motion carried. President Jeanne Johnson Jacobs adjourned the meeting until tomorrow morning.**



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**1-12-2017 09:15 AM President Jeanne Johnson Jacobs called the meeting to order.**

- Survey Monkey
  - It was discussed that a survey could be put out asking members what they would be interested in. The board decided that at this time a survey would not be beneficial and it will be discussed again next quarter with the idea that a survey for the training committee might be helpful. Cathy will assist in the technical side of things if needed.
- WAPRO Partnerships
  - WAPRO has no intention or desire to absorb LEIRA. They do recognize that they have a deficit and need for LE training in their conferences. Jeanne is working with their new president about partnering.
  - In order for LEIRA classers to qualify for WAPRO Certification credits an agenda with time lines for topics in order to qualify.
  - **Action Item: Jeanne will follow up on certification needs and partnering with the WAPRO president.**
- Wanda Wareham Memorial Scholarship
  - Discussion was had that the way the scholarship is awarded is outdated for the model that LEIRA operates now.
    - Cathy made the motion to modify SR 30. Julie seconded. Motion carried.
    - SR 30: The LEIRA training scholarship is named the "Wanda Wareham Memorial Scholarship." At the discretion of the board, a current LEIRA member may be awarded a scholarship to include registration and lodging costs for a conference. At the discretion of the board, a current LEIRA member may be awarded a scholarship to include registration costs for a regional training. Individual members may receive a maximum of 1 scholarship per calendar year.
    - **Action Item: Cathy will work with Lezlie to create a Scholarship and Lifetime Achievement Award form and update it on the website that will go to the membership committee.**
- Archives
  - Questions came up about the storage of LEIRA records as we are having trouble locating the sign in sheet WCIA requested for the last Kennewick training. It was determined that we need to pay attention to what is going on with our records, retrieval, etc. It is unknown if we need to have a work day to take care of scanning, etc.
  - **Action Item: Jeanne will follow up with Joan Smith to see what the status of the documents being stored at WASPC is. The current board members are not sure what the intention of storing the documents there.**
- Budget 2017
  - Lezlie made a motion to accept the 2017 budget, Cathy seconded. Motion passed.
  - Accepted budget attached below.

**11:15 AM Lezlie Arntz made a motion to adjourn the meeting. Julie seconded. Motion carried. President Jeanne Johnson Jacobs adjourned the meeting.**



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## LEIRA

### BUDGET VS. ACTUALS: FY2016 - FY16 P&L

January - December 2016

	TOTAL	
	ACTUAL	BUDGET
<b>REVENUE</b>		
Membership	10,121.00	10,000.00
Regional Training		
Reg Trng-Apr	2,492.20	2,000.00
Reg Trng-Dec	4,800.00	4,000.00
Reg Trng-Oct	6,681.30	5,000.00
Reg Trng-Sept	3,616.10	3,000.00
<b>Total Regional Training</b>	<b>17,589.60</b>	<b>14,000.00</b>
Sales	3.65	
Unapplied Cash Payment Revenue	14.74	
<b>Total Revenue</b>	<b>\$27,728.99</b>	<b>\$24,000.00</b>
<b>EXPENDITURES</b>		
Archivist		0.00
Awards and Plaques		200.00
Conference Future		0.00
Conference-Fall Expense		0.00
Conference-Paypal		0.00
Scholarship		0.00
<b>Total Conference-Fall Expense</b>		<b>0.00</b>
Executive Board	8,826.51	10,000.00
Membership Committee		
Paypal-Membership	45.30	50.00
<b>Total Membership Committee</b>	<b>45.30</b>	<b>50.00</b>
Membership Promotions		200.00
Miscellaneous Expenses		
Benevolent	169.55	200.00
<b>Total Miscellaneous Expenses</b>	<b>381.03</b>	<b>400.00</b>
Office Supplies	79.62	100.00
Presidents Expense	400.00	800.00
Professional Services fees	1,294.22	1,500.00
Regional Trainings		
Regional Training-Apr		50.00
Paypal-Apr	39.65	50.00
<b>Total Regional Training-Apr</b>	<b>39.65</b>	<b>100.00</b>
Regional Training-Dec	202.08	500.00
Paypal-Dec		50.00
<b>Total Regional Training-Dec</b>	<b>202.08</b>	<b>550.00</b>
Regional Training-Oct	255.06	500.00
Paypal-Oct	103.53	50.00



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	TOTAL	
	ACTUAL	BUDGET
Total Regional Training-Oct	358.59	550.00
Regional Training-Sept	1,017.73	1,100.00
Paypal-Sept	31.04	50.00
Total Regional Training-Sept	1,048.77	1,150.00
Total Regional Trainings	1,649.09	2,350.00
Training Committee	4,156.56	5,000.00
Total Expenditures	\$16,832.33	\$20,600.00
NET REVENUE	\$10,896.66	\$3,400.00

1/11/2017

Reconcile Session Report

## LEIRA Reconciliation Report

### Savings, Period Ending 12/30/2016

Reconciled on: 01/09/2017 (any changes to transactions after this date aren't reflected on this report)

Reconciled by: Julie Ubert

#### Summary

Statement Beginning Balance	30,249.86
Checks and Payments cleared	0.00
Deposits and Other Credits cleared	+1.23
Statement Ending Balance	30,251.09
Register Balance as of 12/30/2016	30,251.09

#### Details

Deposits and Other Credits cleared

<u>Date</u>	<u>Type</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
12/30/2016	Deposit		Interest Earned	1.23
Total				1.23



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## 2017 Accepted Budget

Line Item	Defined	2015 Actual Expenses	2016 Actual Expenses	2017 Estimated
Archivist	Maintenance of LEIRA scrapbooks, maintenance of records of organization, purchase of file to document the organizations events.	\$ 296.14	\$ -	\$ -
Awards & Plaques	Purchase of plaques and other items associated with awards of appreciation for work in the organization.	\$ -	\$ -	\$ 400.00
By-Laws	Costs associated with maintaining the By-Laws and publishing for membership use.	\$ -	\$ -	\$ -
Capital Outlay	Equipment purchases	\$ -	\$ -	\$ 2,000.00
Conference Committee	Costs associated with the functions of the conference committee. Expenses of conference chair to host and attend meetings with host conference groups. Expenses associated with locating and approving proposed conference sites.	\$ -	\$ -	\$ -
Conference-Fall	Costs incurred to host Fall conference	\$ 24,078.55	\$ -	\$ -
Conference-Future	Deposits and other expenses related to the planning of the NEXT years conference.	\$ -	\$ -	\$ 5,000.00
E-Board Expenses	Costs associated with Executive Board members attendance at Executive Board meetings, travel, meals, lodging, etc.	\$ 5,155.90	\$ 8,826.51	\$ 10,000.00





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<b>Legislative Committee</b>	Costs associated with the function of the legislative committee. Costs associated with attendance at legislative sessions when appropriate	\$ -	\$ -	\$ 2,500.00
<b>Membership</b>	Costs associated with the function of the membership committee. Costs of publishing annual membership directory.	\$ 44.60	\$ 45.30	\$ -
<b>Membership Promotions</b>	Promotions done at conferences such as the first timer drawing, executive board drawings and related activities for membership involvement.	\$ 1,069.61	\$ -	\$ 1,000.00
<b>Miscellaneous</b>	Other expenses not covered in a designated line item.		\$ 381.03	\$ 500.00
<b>Office Supplies</b>	Letterhead, banking supplies, etc.	\$ -	\$ 79.62	\$ 100.00
<b>Postage</b>	Postage for Executive Board business	\$ -	\$ -	\$ -
<b>President's Expense</b>	Costs associated with conference attendance, WASPC & CLEARs and other meetings where the president's attendance is expected as a representative of the organization.	\$ 1,181.06	\$ 400.00	\$ 4,000.00
<b>Professional Svcs</b>	Web site maintenance, banking, legal, and accounting fees.	\$ 1,902.90	\$ 1,294.22	\$ 1,500.00
<b>Property and Evidence</b>	Cost associated with the functions of the property and evidence committee.	\$ -	\$ -	\$ -



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<b>Publishing &amp; Printing</b>	Costs associated with the publishing, printing & mailing of the LEIRA newsletter, expenses incurred by the publications chair.	\$ -	\$ -	\$ -
<b>Regional Training</b>	Costs associated with the functions of the regional training committee and expenses of the chair to host meetings.	\$ 278.65	\$ 1,649.09	\$ 3,000.00
<b>Scholarship Fund</b>	Monies allocated for sponsorship of attendance at yearly conferences or regional trainings	\$ 311.25	\$ -	\$ 700.00
<b>Training Committee</b>	Costs associated with the functions of the training committee. Expenses of the training chair to host meetings and costs associated with chair to attend meetings.	\$ -	\$ 4,156.56	\$ 500.00
<b>TOTAL</b>		<b>\$34,318.66</b>	<b>\$16,832.33</b>	<b>\$31,200.00</b>