



L.E.I.R.A. 2012

Executive Board Meeting

September 14th, 2012	1005-1312 hrs	Pacific Police Department Training Room
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Meeting called by	Kay Pownall, President	Notetaker	Karla Hiler, Secretary
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Members in attendance	<input type="checkbox"/> Vacant	1 st Vice President	<input type="checkbox"/>	Johnson Jacobs, Jeanne	Archivist
	<input checked="" type="checkbox"/> Shook, Stephanie	2 nd Vice President	<input checked="" type="checkbox"/>	Smith, Joan	Ex-Officio
	<input type="checkbox"/> Vacant	Director	<input type="checkbox"/>	Miner, Becky	Past President
	<input checked="" type="checkbox"/> Eldred, Cathy	Treasurer	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Hiler, Karla	Secretary	<input type="checkbox"/>		
	<input checked="" type="checkbox"/> Kelly, Erin	Training/Director	<input type="checkbox"/>		

Call to Order – Kay Pownall

1. Approval of Minutes

Minutes from June board meeting were presented for review and approval.

Motion to accept minutes with correction to topic numbering: Stephanie Shook, Erin Kelly seconds the motion, motion carried.

2. Treasurer's Report

Cathy Eldred presented the Treasurer's Report (January-September) for review and approval.

Motion to accept Treasurer's Report as presented: Joan Smith, Karla Hiler seconds the motion, motion carried.

3. Legislative Committee Report

No committee report. Jeanne Johnson Jacobs is attending the WASPC meeting (09-14-12) and will reporting to E-board at October meeting.

4. Training Committee Report

Erin Kelly reaffirmed that she will be resigning as Training Committee Chair, she also reported that due to work constraints she will no longer be able to participate on the E-board.

Report on **June Training** – Pacific PD on August 23rd

CPL – Russell Barber
 JBRS/SAVIN – Dawn Larsen
 LINX – Keith Haynes

June Training continued:

- 23 people attended training.
- One attendee requested and was granted a refund due to attending similar training already.
- Participant evaluations revealed they enjoyed the training overall but felt it was too compressed.
 - LINX – Everyone enjoyed.
 - CPL – Good class.
 - JBRS – There were internet connectivity issues, but was still a good class.

Update on upcoming training:

October Mini-Conference – Campbell’s Resort, Lake Chelan - October 22nd – 24th

22nd: Board Meeting – 2pm - 5pm

Registration – 4pm - 6pm

23rd: Track 1 – Public Disclosure/Admin Records

Track 2 – DOL/NICS

24th: Leadership (*TBA*)

- Ramsey Ramerman and Jeanne Johnson Jacobs are both on board for a combined class.
- NICS unit confirmed for the 23rd.
- Leadership class on the 24th still needs instructor. Instructor contact suggestions: local women’s group and ICSEW.wa.gov
- Discussion on door prizes – Announcement will be sent out with registrations.
- Erin Kelly will bring two projectors and two laptops for training rooms.
- Business Meeting – Kay Pownall requested a head table for lunch.
- Update on entertainment for Tuesday evening. Previously discussed ideas included bowling, wine tasting at local vineyard, or local coffee shop/wine bar. Stephanie Shook reported on her attempts to contact local businesses. Stephanie suggested that the board have bonfire on the beach with S’mores and wine (brought by board members). Other suggestions were to contact the resort and see if they could provide a suite and no-host bar. Stephanie will look into above mentioned items and costs.
- Meals will be same as last year.
- Cost of conference set – \$125 Member and \$175 Non-member

Training Committee: Bobbi Romine is interested in serving on committee. Other committee member candidates to contact: Carla Hickman - Walla Walla PD, Valerie – Anacortes PD, Jenny Merritt – Bothel PD, Kelly Donnelly, and Carla Jacovey.

5. Nominating Committee Report

Discussion on recruitment. Kay Pownall directed board members to continue to recruit for open positions. Interested members will need to submit a letter of intent and letter of support from Chief or Sheriff.

Open Positions: President
1st Vice President – *currently vacant*
2nd Vice President
Secretary
Director x 2 – *currently vacant*

6. Membership Committee Report

No committee report.

Membership database will be finalized and brought to conference.

7. By-laws Committee Report

No committee report.

Joan Smith would like to have by-laws updated to reflect original intent of Ex-Officio duties and exclude position from voting.

8. Old Business

Rapid Redact – Tabled until contacted by vendor.

Website – Joan Smith presented her progress with website vendor. Discussion on current design as submitted by vendor. Cathy Eldred will contact vendor and check on what elements of the website can be modified once it's turned over to LEIRA.

Historical Records/Scrapbook – No update, still working on scheduling a date to meet.

Tri-fold Flyer – Stephanie Shook will work on flyer and have them printed for distribution at meetings and training.

Newsletter – Quarterly Stephanie Shook and Karla Hiler will work with board members to create newsletter.

9. New Business

WASPC Conference Representation – Kay Pownall proposed to have the new president attend next WASPC Conference. Kay Pownall will attend is new president is unable to attend.

Elections – Installation of officers will take place at banquet.

10. Review of Action Items

Unless otherwise noted these items are to be completed by next board meeting.

- *Proposed Regional Training* – Erin Kelly
 - February – Pilsbo Topic: LINX/Property & Evidence
 - April – Kennewick Topic: CPL – Russell Barber or TBA
 - June – Moses Lake/Grant County Topic: Sector/Property & Evidence
 - August – Pacific Topic: TBA
- *Bylaws:* Kay Pownall
- *Actively recruit at least one E-board candidate:* Board Members
- *Training Committee actively look for volunteers:* Erin Kelly and Board Members
- *Flyer and Newsletter:* Stephanie Shook and Karla Hiler
- *Scrapbook:* Kay Pownall and Jeanne Johnson Jacobs
- *Mini-Conference social gathering options/costs:* Stephanie Shook
- *Membership list – update for website and membership:* Karla Hiler
- *Website – contact vendor and inquire on future website modification:* Cathy Eldred

Meeting Adjourned – 1312