

# L.E.I.R.A. 2012

# **Executive Board Meeting**

October 22 <sup>nd</sup> , 2012		1327-1434 hrs		Campbell's Resort Lake Chelan			
						<del></del>	
Meeting called by Kay Pownall, Preside		ent	Noteta	etaker Karla Hiler, S		ecretary	
Members in attendance	☐ Vacant	1 <sup>st</sup> Vice Presiden	t 🔲	Johnso	n Jacobs, Jeanne	Archivist	
	Shook, Stephanie	2 <sup>nd</sup> Vice Presider	nt 🔲	Smith,	Joan	Ex-Officio	
	☐ Vacant	Director		Miner,	Becky	Past President	
	Eldred, Cathy	Treasurer					
	Hiler, Karla	Secretary					
	☐ Kelly, Erin	Training/Directo	r 🗆				
Call to Order – Kay Pownall							
1. Approval of Minutes							
Minutes from September board meeting were presented for review and approval.							
Motion to accept minutes with correction to page 3 and date: Cathy Eldred, Becky Miner seconds the motion, motion carried.							
2. Treasurer's Report							
Cathy Eldred presented the Treasurer's Report for review and approval.							
Motion to accept Treasurer's Report as presented: Becky Miner, Stephanie Shook seconds the motion, motion carried.							
Annual audit of Treasurer records to be completed. Becky Miner, Karla Hiler, and Cathy Eldred will complete after Executive Board Meeting and to be reported at general business meeting.							
Budget will be set at January executive board meeting.							
3. Legislative Committee Report							
No committee report. Kay Pownall will ask Jeanne Johnson Jacobs to report at general business meeting.							
4. Training Committee Report							
No committee report.							

Training Committee- Potential committee member to be contacted: Bobby Romin - Benton County, Carla Hickman - Walla Walla PD, Valerie – Anacortes PD, Jenny Merritt – Bothel PD, Kelly Donnelly, and Carla Jacovey – Port Angeles PD

#### 5. Nominating Committee Report

Becky Miner reported on current nominations for election at General Business meeting:

President: Stephanie Shook Director: Renee Schuller

Discussion on recruitment.

# 6. Membership Committee Report

No committee report.

Karla Hiler presented information on membership databases that provide mass e-mail capabilities, centralized training registration, centralized membership database, etc. Cathy Eldred will contact current website designer and see if they could provide/create this type of database service.

# 7. By-laws Committee Report

No committee report.

Kay Pownall reported that the by-laws don't state Ex-Officio can vote (page 8 section F). Kay Pownall will bring it to the general business meeting for clarification.

#### 8. Old Business

**Website** – Website should be up and running today, however Cathy Eldred reported that the forms page was going to be a lengthy project and would be under construction. Training will be available to board members but it expected that it will be limited access (2-3 people) for modifications, etc, as set by the president.

Historical Records/Scrapbook – Still in progress.

**Tri-fold Flyer** – Stephanie Shook has flyer available but needs direction on how to proceed for printing.

**Inventory** – Stephanie Shook reported that she is actively trying to get information on some items.

**Newsletter – Quarterly** Karla Hiler requested dates for newsletter publication. Board members will each contribute articles or information push.

Tentative publication dates:

January 2013
March 2013
May 2013
August 2013 (Nomination push)

#### 9. New Business

**Training -** Cathy Eldred presented a training idea where LEIRA sponsor Kevin Gillmartin for a training event. LEIRA could ask CIAW to co-sponsor. Open the event to LEO's, etc. It would be a great way to get LEIRA's name out.

**WASPC Conference Representation** – Since Jeanne Johnson Jacobs and Stephanie Shook are unable to attend next WASPC conference Kay Pownall will attend. Stephanie Shook will attend Spring conference.

**Elections** – Elections will take place at general business meeting. Kay Pownall will distribute ballots. Installation of officers will take place at banquet. Kay reported that she put together table decorations for the general business meeting.

#### 10. Review of Action Items

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

Proposed Regional Training –

February – Polsbo
 April – Kennewick
 June – Moses Lake/Grant County
 Topic: LINX/Property & Evidence
 Topic: CPL – Russell Barber or TBA
 Topic: Sector/Property & Evidence

o August – Pacific Topic: TBA

Bylaws: Kay Pownall

> Training Committee actively look for volunteers: Board Members

Flyer and Newsletter: Stephanie Shook and Karla Hiler

Scrapbook: Kay Pownall and Jeanne Johnson Jacobs

➤ Membership list – update for website and membership: Karla Hiler

Website - contact vendor and inquire on future website modification: Cathy Eldred

Meeting Adjourned – 1434