

**Executive Board Meeting Minutes
October 16-17, 2018
Snoqualmie Police Department**

Attendees:

President – Jeanne Johnson Jacobs

Ex-Officio – Joan Smith

1st Vice President – Lezlie Arntz

2nd Vice President – Sara Fitzgibbons

Treasurer – Julie Ubert

Director – Joshua Rees

Evidence/Property Committee Chair – Janelle Adams

Tuesday, October 16:

810am Jeanne Johnson Jacobs called meeting to order

Call for additional agenda items

Decision to go line by line on minutes from June 5-6 meeting

Corrections to June 5-6 meeting minutes are as follows:

- 1) Motion to accept minutes from January meeting “who made the Motion to accept the minutes was not captured but was approved by consensus with the group.
- 2) Joshua Rees is running for 2nd Vice President, Sara Fitzgibbons for 1st Vice President

Joshua Rees motioned to approved, Lezlie Arntz seconded

Treasurer’s Report presented by Treasurer Julie Ubert:

See attached report electronically submitted by Julie Ubert.

Julie, on her own accord and in preparation of new treasurer coming on board is going through an audit of each transaction conducted in 2018. She also shared the following information:

- 1) Started using QuickBooks
- 2) Learned a lot but in the beginning we’d get payments and processed the way we did previously. Monthly reconciliations looking good but Quickbooks balance is a little off from bank balance. Thought it was because of outstanding invoices. Most likely because of January processing.
- 3) Audit to ensure all the numbers match up
- 4) Julie went to the bank after the last meeting to work on getting people added/removed from account.
- 5) Got info on CD’s, other investment options
- 6) Jeanne and Julie went to the bank to look at options for investments
- 7) Moved \$20k from checking to savings, in order to accrue more interest

- 8) Took \$10k and put it in a CD
- 9) Julie got letter from Chases saying something was wrong with the CD, she needed to contact them or account would be closed. Julie went back to the bank to clear up the issues.
- 10) Julie received a cashier's check for \$10K – Chase had closed the CD
- 11) Jeanne had to go into the bank as well, again
- 12) Issues still continuing
- 13) Current balances \$91,251
- 14) Good year for training >\$21,386.52 K for regional training, expenses just over \$11k
- 15) When we moved \$20k from checking to savings, created “uncategorized revenue” in Quickbooks. There is also “uncategorized expenditure” but all equals out to \$30K (\$10k for CD and \$20K for transfer)
- 16) Board needs to do a budget amendment for more \$\$ for professional services, we only put in \$1,500 and we've exceed that based on needs
 - a. We can move line items that aren't being used to professional services
- 17) Discussion to move banks
 - a. Lezlie and Julie to visit Wells Fargo and US Bank in Issaquah while in this area.
- 18) Made decision to approve official treasurer's report later today

Introductions of Janelle Knight, new Property and Evidence chairperson

Legislative Committee Report from Cathy Munoz/Cathy's email on Sunshine Committee:

Discussion on background on proposal for changes to juvenile victim records
See Cathy's attached report and email with info

Motion made by Lezlie to accept legislative meeting minutes, seconded by Joshua

Meeting stopped for break at 0925

Meeting reconvened at 0932

Memberclicks, Training and Membership from Lezlie Arntz:

First discussed new banner from DOC. Everyone was happy with how it looked.
In agreement that we'll order another banner - Sara to order

Membership:

Training: In 2017 166 prospect members, attended training but did not become members

Training 2018: 213 prospect members

2018: 241 active members

With Memberclicks, we can look at prospect members and convert to active members

Active members versus prospect members (Memberclicks terminology)

We can start promoting ourselves more at training

Janelle has 241 members in her evidence group (EPIN) – need to get them together, potential there for new membership

We really want to get property/evidence back to LEIRA

Mary Sellers and Janelle will work together to develop trainings

Janelle Knight: Last September ePin had a training so there is a framework. Goal is to develop trainings, provide members a packet of best practices, etc.

Lezlie: Can we create business cards with LEIRA logo? Sara/Lezlie to contact DOC and ask for generic cards. To say Executive Board Member.

Training: Offered 5 training tracks in 2018. Approximately 212 attendees.

Chris Leyda to provide official sign in sheet for PRI training.

Discussion on public records training in 2019. Lacey has expressed interest in sponsoring a training. They are willing to provide snacks/coffee and can provide a room for 150 people.

Napavine PD reached out to us asking for disclosure training as well

PRI training was really well received

Plan: Tentative

Everett (Feb 19/20 – Best Practices, Advanced PDR)

Lacey (June/July)

Kennewick: April 10/11 (Disclosure 2 day PD training)

Sara – reach out to Lacey (Tuesdays and Wednesday are best. Need two days) See what's available

September: Conference

Discussion on other training ideas for 2019: protection orders/evidences/regional DV firearm group Networking/2 hour blocks?

Idea to have tables with different topics/info sharing

LEIRA passport/Speed Learning – members go to different booths to get info

Sara Fitz – talk to King County Superior Court Juvenile about conference (Jimmy Hung and Steve Ackerman)

Jeanne: Will ask Sara Di Vittorio about a colleague in Tri-Cities about PO, seals/vacates/expungements

Lezlie: will speak to her City

Janelle: Speak to Sandra Shanahan re: regional DV firearms coming to our conference

5 minute break at 1044

Reconvened at 1102:

Lezlie: Memberclicks update

Making progress, we have one last chance to make changes, let Lezlie know

Lezlie needs someone to help with training – Josh and Cathy will attend
Sara – to assist as well

Next training track will be forms (invoicing possibly)

Content Training on October 18

We can be more proactive in making prospects active members. What message are we getting out there? Everyone should be attending this training.

Need more people involved. Click on link for first training.

Josh will help Lezlie with content. Julie will step in when we move towards more of the financial aspect of the website.

Everyone will need to attend training for social aspect of website.

Break for lunch at 1125

Meeting back to order at 1306

Jeanne: President Elect Lezlie going to WAPSC Conference November 12-14

Representing LEIRA

Jeanne going to CLEARs Conference (equivalent to LEIRA in CA) Great for networking (starts November 12)

Jeanne will be at business meeting

Meeting with board member that works on sponsorships

We already have one sponsor, Public Records Inc. We need to look for more. Rana Hoover has a running list of sponsors she is working with already and will provide in 1-2 weeks.

Two people at CLEARs are planning on coming to our conference next September

LEIRA Presentation at Records Academy: Sara, Julie and Jeanne will all present.

Motion to accept Lezlie's membership report: Julie moved, Sara seconded. All in favor.

Vacant Board positions:

Need a treasurer. Julie Ubert can cover for another year as an appointed position.

Josh moved to accept resignation of Rana Hoover as Director, seconded by Lezlie. She will continue to work with us remotely as a committee member.

Janelle will run as a Director. Rana Hoover is going to resign as director and set up as a committee member instead. As a Snoqualmie PD contract employee, this can be allowed.

Treasurer cannot be someone from an agency already represented by someone else on the e-board.

Conference Planning:

Jeanne spoke to Patty Blakely, letting her know we were working on conference plans at our e-board meeting in October.

Josh will email Patty at the beginning of November to reach out to her

Brainstorming conference planning

Take aways:

Lezlie to call Scott from WA SOS to see if they can come to conference

Leadership track: Connie Poulson from WCIA (Lezlie can call)

Sara – contact Chris at Marcus Whitman to see if we're charged the full \$1,500 on last day of conference

Sara – reach out to PRI to see if they can do a one day training on Managing Public Records (looking at Tuesday 9/24)

Sara – reach out to DOC to see if they want to sponsor/have a booth

1527: Motion made to accept Janelle Knight to fulfill rest of Rana's Director position

Move by Lezlie, seconded by Julie

Areas of Focus for Conference planning:

- 1) Leadership
- 2) Property and Evidence
- 3) Records Management
- 4) Court Orders (Seals/vacates/expungements/ERPO)
- 5) Speed Learning and Round Table

Reach out to WCIA to see if they will sponsor PRI and/or Connie Poulsen

Tuesday 9/24

Room 1: Managing Police Records/PRI/WCIA (8 hours) (Julie)

Room 2: Property/Evidence with digital evidence (8 hours) (Janelle and Mary)

Room 3: FBI/WSP/NICS (8 hours) (Jeanne)

Wednesday 9/25

Room 1: Leadership (8 hours) (Lezlie)

Room 2: Court orders/DV advocates (4 hours) (Janelle)
Same topic again – starting over in afternoon

Room 3: Speed Learning/Round Table/Networking

CPL/Pistol transfers/Firearms: Janelle

Retention: Lezlie

PDR: Jeanne

Evidence: Josh
UVisa's and TBD: Sara

Same topic again – starting over in afternoon

Thursday 9/26:

Room 1: (half day) Civility with Michelle Bennett (Sara)

Room 2: Prep/Accreditation/Audits (2 hours) (Lezlie)
Prep/accreditation/audits (2 hours) (Lezlie)

Room 3: Seals/Vacates/Expungements (2 hours) (Sara/Jeanne/Lezlie)
Seals/Vacates/Expungements (2 hours) (Sara/Jeanne/Lezlie)

Packet prep: Julie and Lezlie

Sara/Julie: Set up conference call with hotel to discuss questions

Sara: Bring KCSO Sheriff shirt to e-board meeting in January to show what it looks like. Look into ordering for eboard for conference/trainings. Ask Denise for options/examples for January.

Revisited question of how to get materials to members: How to best do this? To start, at regional trainings, we'll try a link to One Drive, and see if we want to do that for the conference as well.

Discussion on Swag: thumb drives? Cups? (Julie is contacting a vendor) Flash drives? Jeanne discussed things that CLEARs offered.

Name tags: We still have lanyards/can we have Walla-Walla PD print out nametags? Look at options for how to identify areas of expertise on the nametags.

Meeting adjourned: 1626 hours

October 17, 2018:

Meeting reconvened at 0820 on Wednesday October 17, 2018

Julie heard back from Ed at PRI, his dates are open for next October and they are interested in the Managing Police Records training. We need to figure out costs, we'll work with WCIA and PRI to determine. We decided to have Connie's WCIA leadership training on Monday 9/24 and PRI on 9/25

Jeanne heard back from Sara D, she is going to put us in contact with someone on the East side.

Sara F heard back from the Marcus Whitman hotel, we reached out to see if they could hold our eboard meeting in January. They have availability and can offer the per diem rate of \$94 and catered lunches. The board agreed to hold the meeting January 28, 29 and 30th. Josh is going to reach out to Walla Walla PD and Daylan. Sara will confirm with the hotel.

We decided upon July 16/17 in Lacey for PR training. Jeanne is confirming with Sara Divittorio.

Closed business at 0855

General Business Meeting October 17, 2018

Meeting called to order at 0912 by Jeanne Johnson Jacobs

Attendees: Jeanne Johnson Jacobs, Lezlie Arntz, Julie Ubert, Sara Fitzgibbons, Josh Arntz, Joan Smith, Janelle Knight and Kimberly Petty

Agenda: treasurer's report, meeting approval and elections.

Meeting called to order at 0912 by Jeanne Johnson Jacobs

Jeanne explained that LEIRA has general business meetings in the fall as well as the elections. Any member can attend e-board meetings and they are encouraged to attend the general meetings.

General business meeting October 12, 2017: review and approve

Julie Ubert made a motion to accept the 2017 general business meeting minutes. Lezlie Arntz seconded. Motion passed.

2019 Board Election Results: Lezlie Arntz tallied results. We received votes from 19 agencies.

President: Lezlie Arntz

1st Vice President: Sara Fitzgibbons

2nd Vice President: Josh Rees

Secretary: Lisa Edlin

Treasurer: Vacant (no treasurer elect)

Director 1: Chris Leyda

Director 2: Cathy Munoz

Director 3: Janelle Knight (filling remainder Rana Hoover's term)

We discussed another way to vote in the future. We'll look into options. Memberclicks may be able to help us as well.

Jeanne announced results of elections based on voting. Julie Ubert moved to accept, Josh seconded. Motion passed. The slate of officers stands. Julie made a motion to destroy the ballots. Sara Fitz seconded. Janelle Knight, with Kimberly Petty as witness, destroyed the ballots.

Jeanne Jacob Johnson swore in Janelle Knight as Director

All other terms are effective January 1, 2019. Everyone will be sworn in at the January eboard meeting.

Treasurer's Report:

Julie Ubert presented report to membership – see attached.

We've had issues with Chase, in regards to service and response we need. Final straw, we moved \$20K from checking to savings and tried to open a \$10K CD. Due to issues with the banker, Julie was sent a \$10K cashier's check instead of the CD being opened. We are discussing changing bank. After today's meeting, Julie and Lezlie is going to Wells Fargo to look at business banking options. We discussed other options with credit unions. The issue is, we need something statewide.

Regional trainings have been very successful.

Reviewed in detail Budget vs. Actuals document

Items of note: Uncategorized revenue of \$20K is deposit from checking to savings

\$30K uncategorized is \$10K for CD and \$20K for move to savings

Professional services expenditures are higher but we're moving to Memberclicks. We had to pay for new platform and pay old to ensure seamless transition.

We discussed with the membership our transition to Memberclicks. We should be able to create a lot of efficiencies with this new platform.

Motion made by Janelle Knight to accept the treasurer's report. Lezlie seconded. Motion passed.

Treasurer reports stands as presented.

Membership allowed opportunity to Review the Executive Board Meeting minutes from the June 5-6 Meeting in Walla Walla.

Lezlie presented a membership update:

241 active members

5 tracks of training in 2018 – well received

PRA and Building a Model Records Unit were good draws

Memberclicks should be live and up and running mid-November

Janelle discussed her role and how we're bringing evidence back into LEIRA's purview

Call made for any more agenda items - none were suggested.

Jeanne thanked the group for all their help in rebuilding the past two years. LEIRA's future is bright, due to a team effort by everyone on the Board. She will be staying on as past-president.

Lezlie thanked Jeanne for her work, for her drive and determination to not let LEIRA phase out.

Motion made by Julie Ubert to adjourn meet at 0950am on Wednesday, October 17, 2018

Motion passed.