



LEIRA EXECUTIVE BOARD

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

President: Jeanne Johnson Jacobs ♦ Past President: Bobbi Romine ♦ 1st Vice President: Lezlie Arntz
♦ 2nd Vice President: Sara Fitzgibbons ♦ Treasurer: Julie Ubert ♦ Secretary: Lisa Edlin
♦ Director: Cathy Munoz ♦ Director: Rana Hoover ♦ Director: Joshua Rees
♦ Ex-Officio: Joan Smith - WASPC

Executive Board Meeting Minutes June 5-6, 2019 – Shoreline Police Department Shoreline, WA

Members in Attendance:

- President – Sara Fitzgibbons
- 1st Vice President – Cathy Munoz
- 2nd Vice President - Joshua Rees
- Secretary - Lisa Edlin
- Treasurer - Julie Ubert
- Training Committee Member - Heather Ging
- Past President – Jeanne Johnson Jacobs
- Director - Janelle Knight
- Director -
- Director - Chris Leyda
- WASPC Ex-Officio – Joan Smith

Not Present:

Call to order at 8:54am

President Elect Lezlie Arntz has officially resigned from her position in law enforcement which makes her ineligible to serve out her President's term.

As such, your Executive Board unanimously voted its 1st Vice President, Sara Fitzgibbons to serve as LEIRA's President for the remainder of 2019; she has appointed LEIRA Director, Cathy Munoz to serve as 1st Vice President for the remainder of 2019. While Lezlie couldn't fulfill her term as President, the Executive Board would like to thank Lezlie for all of her hard work, dedication and loyalty to LEIRA throughout the years.

Introductions and swearing in of 2019 Board Members

- President Sara Fitzgibbons and 1st Vice President Cathy Munoz were sworn in during the board meeting.
- Julie Ubert officially resigned as Treasurer but has agreed to stay through the end of the year. The board will continue to search for a replacement.
- Kim Petty will not continue as a committee member.
- Sara Fitzgibbons introduced Heather Ging from King County who is interested in being on the training committee. She was present the second day of meeting and will be assisting Sara Fitzgibbon with some administrative tasks for the conference.



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Call for additional agenda items

- Regional Training – Board decided that no additional trainings would be scheduled for 2019. The board discussed 2020 regional training. The goal is to have trainings announced at the 2019 Conference.
- LEIRA Business Cards – Each Board Member was given a stack of business cards.
- “Branding” the LEIRA letterhead was discussed.
- Rana Hoover’s involvement with LEIRA – Overall consensus is that the board appreciates the work she has contributed. Moving forward we would not be able to utilize her assistance due to her re-location.

Meeting minutes from January 29-30, 2019 @Marcus Whitman, Walla Walla

- Julie Ubert provided current financial Julie Ubert motioned to approve the 2019 Winter E-board meeting minutes and Chris Leyda seconded the motion. The minutes were unanimously approved as distributed.

Treasurer’s Report

- Julie Ubert provided current financial report. (See attached)
- Julie discussed the report and explained the increase in revenue for 2019 was due to the 2019 Conference.
- There has been an increase in our membership, specifically the Property and Evidence.
- Julie Ubert is in the process of canceling the PayPal and GovQA accounts. We are in the process of transitioning to paperless QuickBooks program. Initially there will be some work to set up the program, but QuickBooks is a user-friendly program.
- Business license will need to be updated for State Auditor.
- Janelle Knight motioned to accept the financial report and Josh Rees 2nd the motion and it was unanimously approved as distributed.

WASPC Conference

- Jeanne Jacobs Johnson and Sara Fitzgibbons attended the WASPC conference and networked among the attendees. Both feel it is important to continue the partnership with WASPC.

E-Board Clothing

- LEIRA jackets were distributed to current Board members by Janelle K.
- Discussion of having promotional shirts for upcoming trainings/conference.

BREAK 10:15am – 10:30am



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Open Issues

- A photograph of the current E-board Officers was taken today for the website and conference packet.
- The secretary will send out a copy of the completed meeting minutes the week following and include the action items highlighted in red font.
- Julie may have a contact interested in a Director position and Sara will get in touch and send an email.
- Julie brought up for discussion Board Members attending the CLEARs Conference and does it still benefit us to attend. The overall decision at this time is we will not be attending the CLEARs conferences. We will revisit in the future.
- 2020 Regional training to potentially be in March and hosted on the West side.
- The E-board has decided that in lieu of gifts or flowers for unforeseen events, such as a death or hospitalization the E-board will acknowledge with a LEIRA generic card.
- Walla Walla will have several employees to attend each day of training, we will make an exception for Walla Walla to have their members attend training as they wish.

By Laws

- The Bylaws on our LEIRA website and OneDrive need to be updated and organized. Janelle Knight has volunteered to organize the file folders. Chris Leyda & Julie Ubert discussed their preferences with the board and Janelle will report back before the next meeting.
- Research language to update the bylaw in section 4, article III.
- Discussion of changing section 4, Article III of Bylaws to allow more than one member from the same agency to represent on the E-board. In the event the President must appoint someone to fill a vacant position a ballot needs to be sent out to the membership. It was decided not to propose an amendment to the bylaws at this time.
- Discussion about the retention rules for OneDrive?

E-Board Election/Nomination

Sara Fitzgibbons

Creating Nomination Ballot – Mail out through Memberclicks by the end of July 2019. (See attached)

Jeanne Johnson Jacobs

Must notify/email members the Ballot 30 days prior to business meeting (August 22, 2019)



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MemberClicks

- Cathy Munoz will take the lead on the MemberClicks project.
- Cathy Munoz has been working with Tim @ MemberClicks to update some and fix some of the issues.
- Questions sent to Tim about issues with the website;
 - Permissions? - Cathy Munoz needs to have the highest level of permission as she will be maintaining the website.
 - How are customers able to get through the sign up/invoice process without completing all fields? - A patch will be applied to fix that issue.
 - How to export the data entered into a report? HTML Editor, watch the video provided by Memberclicks
 - How to edit information that was imported on the initial startup?
 - How to create a roster (profile list) of all registered attendees for the sponsors?
 - Training/Website Maintenance for future date.

LEIRA Scholarship

- The board received one application for the Wanda Wareham Scholarship.
- Jeanne Johnson Jacobs made a motion for the scholarship to be awarded to Juana Escobar from Brewster Police Department, Janelle Knight 2nd the motion and it passed unanimously.
- Notify Juana Escobar about the Award and send out an announcement through Memberclicks.

Regional Training

- Beginner & Advanced Public Disclosure Reports- July 2019
- Evidence Training – Potentially in March 2020

Chris Leyda made a motion to adjourn meeting at 4:18pm and Josh Rees 2nd the motion and it passed unanimously.



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Thursday, June 6, 2019 at 8:19am

Call the meeting to Order

2019 Fall Conference

- Cathy Munoz made a motion to purchase 2019 LEIRA pins and Josh Reese seconded the motion and it passed unanimously. Sara F.

Vendor Information

- Chris Leyda sent out roughly a dozen letters to potential sponsors. (PRI, GovQA, New World, Permittium, Qless, Imagent, Mark43 Axon, Net Transcripts & Tyler Technologies).
- Updated the Sponsorship list is in the OneDrive (See attached)
 - Three Gold Sponsors - \$1500
 - Permittium, PRI & Tyler Technologies
 - One Silver Sponsor - \$1000
 - Image Net
 - Two Bronze Sponsors - \$500
 - WestTec & GovQ

Gold

\$1500

- Premium company booth at the conference
- Company logo printed on conference materials (Please provide a digital image of logo)
- Company logo and advertisement on LEIRA web site with link to company site
- Conference attendance roster
- LEIRA Membership Directory
- Special acknowledgement during the opening ceremony
- Plaque recognizing Gold sponsorship presented at the annual conference
- One free pass to the networking event
- Invitation to the Welcome Reception (Rooftop Terrace)
- Speaking opportunity at one lunch service or networking event
- One lunch per day for one person



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Silver

\$1000

- Company booth at the conference
- Company logo printed on conference materials (Please provide a digital image of logo)
- Company logo on LEIRA web site with link to company site
- Conference attendance roster
- One free pass to the networking event
- Invitation to the Welcome Reception (Rooftop Terrace)
- One lunch per day for one person

Bronze

\$500

- Company booth at the conference
- Company logo printed on conference materials (Please provide a digital image of logo)
- Company logo on LEIRA web site
- One lunch per day for one person

Conference Budget Discussion

- Discussions about the DOC tour and the capabilities of their services.
- Kevin from the DOC office is researching sponsoring and/or discounting their services.
 - Conference programs (Letter size) will cost roughly \$250
- Conference materials will be emailed to the registered members.
- Kontos Winery not charging to use their facility but recommended we pay \$900 for the live entertainment.
- MW Hotel will provide heavy appetizers for Kontos Networking event.

Future Topics to Discuss

- Membership Chair
- Future goals to send out Welcome Packet.
- Update Standing Rules
- Re-visit Web issues
- Scholarships

*Attachments should include the Treasurer's report, Budget Worksheet, Conference Schedule & Nomination Ballots.



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The next general meeting will be September 23rd at Marcus Whitman from 10am – 5pm.

Motion to adjourn meeting at **11:42am** by President Sara Fitzgibbon and motion 2nd by Jeanne Johnson Jacobs, unanimously passed.

Draft Conference Schedule

- Early Registration – Josh contacting Patty about setting up the registration & vendor booths with the banners etc..

Monday September 23

- Executive Board Meeting Tuesday, September 23rd at 10AM – 1PM

Tuesday September 24

- 0630-0800 Breakfast for Marcus Whitman Guest (staying the night of 9/23)
- 0700-1500 Registration Open/Vendor Visits
 - Collect & Inventory the door prize baskets.
- 0800-0845 Opening Ceremony –Ballroom
 - Colors –ROTC?
 - Pledge of Allegiance/National anthem
 - Chief of Police – Walla Walla PD
 - Introduction of the LEIRA E-board
 - LEIRA President – Sara Fitzgibbons
 - Introduce sponsors

Remember to arrive 15 minutes prior to start time.

- 0900-1700 (Julie) 1: PRI-Managing Police Records – Ed Claughton
- 0900-1700 (Josh) 2: Property & Evidence – Janelle Knight & Mary Sellars
- 0900-1700 (Jeanne) 3: NICS/WSP Joint Training – Lynn White & FBI via teleconference

Remember to draw tickets for the door prize in each class.

- 1200-1300 Taco Tuesday Lunch Provided & LEIRA Business Meeting
 - Sponsors will be introduced during the lunch hour and have 5 minutes to address the members.
 - LEIRA Business Meeting



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- Presentation of business meeting minutes
- Elections
- Recognition & Scholarships

Wednesday September 25

- 0630-0800 Breakfast Available for Marcus Whitman Guests (staying night of 9/24)
- 0700-1500 Registration Opens/Vendor Visits
- 0800-1115 (Chris) 1: Leadership: Leading in Today's Public Safety - All Day – Marcia Harnden
- 0800-1115 (Janelle) 2: Court Orders – Janelle Knight, Sandra Shanahan, & Sabath Huttie
- 0800-0945 (Cathy) 3: Session 1: JV Dismissals, Seals & Vacates – Carol Vance & Kathy Snowwhite
- 0945-1115 (Josh) 3: Session 2: Accreditation Prep & Audits – Randy Maynard & Cathy Munoz

- 1130-1300 Lunch Provided. Keynote Speaker – Marcia Harnden

- 1315-1700 (Chris) 1: Leadership: Leading in Today's Public Safety - cont. – Marcia Harnden
- 1315-1700 (Janelle/Heather) 2: Denied Firearms-WASPC Programs – Jamie Weimer
- 1315-1700 (Jeanne) 3: Workplace Civility – Michelle Bennett

- 1800–2100 Kontos Networking Event (Offsite @ 10 N 2nd Ave.)
 - Board members are encouraged to stay for the first hour

Thursday September 26

- 0630-0800 Breakfast Available for Marcus Whitman Guests (staying night of 9/25)
- 0700-1200 Registration Opens- Vendor Booths?
- 0800-1200 (Jeanne) 1: Longevity & Resilience in the LE Profession - Marcia Harnden
- 0800-1200 (Josh) 2: Records Retention/Scan & Toss – Scott Sacket
- 0800-1200 (Heather) 3: NIBRS & Sex Offenses - Tonya Todd & Brook Bassett