



LEIRA EXECUTIVE BOARD

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

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

September 23, 2019 – Executive Board Meeting, Walla Walla, Wa.

Attendees President - Sara Fitzgibbons

1st Vice President - Cathy Munoz

2nd Vice President - Josh Rees

Treasurer - Julie Ubert

Past President - Jeanne Johnson Jacobs

Secretary - Lisa Edlin

Director - Chris Leyda

Director - Janelle Knight

Training Chair - Heather Ging

Call to Order – Sara Fitzgibbons 10:18am

Call for Additional Agenda Items – Sara Fitzgibbons

Secretary Minutes – Lisa Edlin

- Cathy Munoz made a motion to approve the edited meeting minutes from the June 5-6, 2019 meeting minutes and Jeanne Johnson Jacobs 2nd the motion, motion passed.

Treasurer’s Report – Julie Ubert

- Budget vs. Actuals (see attached report)
- Bank account has steadily grown.
 - Checking - \$84,259.78
 - Savings - \$60,327.55
 - Open Invoices - \$2850- WCIA

Total \$ 144,587.33

- We anticipate \$65k generated from the 2019 Regional Conference
- 2019 was a very successful year for training.
- We are reaching out to several accounting firms for a bookkeeping/accounting quote.



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2020 Planning

- LEIRA Board researching an Accounting firm to manage some the Treasurer duties. The Treasurer would act as the liaison between the Accounting firm/Bookkeeper and LEIRA Board.
- Open discussion of the Secretary and Treasurer position combining.
- MemberClicks - The website appeared to have some spam and it was corrected and updated.

Break for Lunch 11:45

2019 Conference – Final details

- Registration- 7am
- Basket Management – Group effort – Counting and distribution.
 - Cathy will get class list and we will cut the names and give to each instructor.
 - Baskets will be delivered at the beginning of each class and instructors will draw names.
- Final Registration sign in sheets need to be sent to Patty Blakley.
- Instructor Gifts will be brought down to the Hotel front desk – Cathy/Julie
- Ballots for the elections.
- Jeanne Johnson Jacobs will introduce Marsha H. for the Keynote Speaker at lunch.

Adjourn Meeting at 2pm.



LEIRA
Treasurer's Report
Revenue Accounts as of 09/23/2019

Checking	\$84,259.78
Opened Invoices	\$2,850
Savings	\$60,327.55
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Total	\$147,437.33

LEIRA Budget Worksheet

Line Item	Defined	2017 Actual Expenses	2018 Actual Expenses	2019 Estimated
Awards & Plaques	Purchase of plaques and other items associated with awards of appreciation for work in the organization.	\$ 313.00		\$ 300.00
Capital Outlay	Equipment purchases	\$ 1,304.00	\$ 1,552.00	\$ -
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	\$ -	\$ -	\$ 35,000.00
Conference-Future	Deposits and other expenses related to the planning of the NEXT years conference.	\$ -	\$ -	Recommend 0 unless 2020 conference
E-Board Expenses	Costs associated with Executive Board members attendance at Executive Board meetings, travel, meals, lodging, etc.	\$ 3,598.00	\$ 12,220.00	\$ 7,500.00
Legislative Committee	Costs associated with the function of the legislative committee. Costs associated with attendance at legislative sessions when appropriate	\$ 375.00	\$ 2,214.00	\$ 500.00
Membership	Costs associated with the function of the membership committee. Costs of publishing annual membership directory.	\$ -		\$ -
Membership Promotions	Promotions done at conferences such as the first timer drawing, executive board drawings and related activities for membership involvement.	\$ -	\$ 39.00	\$ -
Miscellaneous	Other expenses not covered in a designated line item.			\$ -
Office Supplies	Letterhead, banking supplies, etc.	\$ -	\$ -	\$ -
Postage	Postage for Executive Board business	\$ -	\$ -	\$ -
President's Expense	Costs associated with conference attendance, WASPC & CLEARs and other meetings where the president's attendance is expected as a representative of the organization.	\$ 2,381.00	\$ 5,226.00	\$ 4,000.00
Professional Svcs	Web site maintenance, banking, legal, and accounting fees.	\$ 1,482.00	\$ 6,541.00	\$ 2,500.00
Property and Evidence	Cost associated with the functions of the property and evidence committee.	\$ -	\$ -	\$ -
Publishing & Printing	Costs associated with the publishing, printing & mailing of the LEIRA newsletter, expenses incurred by the publications chair.	\$ -	\$ -	\$ -
Regional Training	Costs associated with the functions of the regional training committee and expenses of the chair to host meetings.	\$ 5,741.00	\$ 11,237.00	\$ 3,000.00
Scholarship Fund	Monies allocated for sponsorship of attendance at yearly conferences by a deserving member of LEIRA. Two scholarships awarded each year, expenses covered are registration and lodging up to a maximum of \$300 each	\$ -	\$ -	\$ 1,200.00
Training Committee	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.	\$ -	\$ 102.00	\$ 200.00
TOTAL		\$ 15,194.00	\$ 39,131.00	\$ 54,200.00