

Executive Board Meeting Minutes
January 29-30, 2019 – Marcus Whitman Hotel
Walla Walla, WA

Members in Attendance:

President - Lezlie Arntz

Past President – Jeanne Johnson Jacobs

1st Vice President - Sara Fitzgibbons

Director - Chris Leyda

2nd Vice President - Joshua Rees

Director - Janelle Knight

Secretary – Lisa Edlin

Committee Chair – Kimberly Petty

Not Present:

Treasurer – Julie Ubert

Director - Cathy Munoz

WASPC Ex-Officio – Joan Smith

Call to order at 8:14am

Introductions and swearing in all 2019 Board members.

President Lezlie Arntz has officially appointed Julie Ubert as 2019 Treasurer. The board will continue the search for a replacement.

Award presented to Past President Jeanne Johnson Jacobs

Call for additional agenda items:

Chris Leyda would like to discuss additional training ideas.

Meeting minutes from October 16 & 17, 2018, Fall E-board @ Snoqualmie

Chris Leyda motioned to approve the 2018 Fall E-board minutes and Janelle Knight 2nd

The motion. The minutes were unanimously approved as distributed.

Treasurer Report – Julie Ubert (absent) See Attached Report

2018 Year-end Report submitted by email.

Jeanne Johnson Jacobs motioned to accept the report and Josh Rees 2nd the motion and it was unanimously approved as distributed.

Conversation about using a credit union vs local bank

2018 Financial audit will be handled by Chris Leyda & Jeanne Johnson Jacobs

The board will do an online vote to accept the final audit results.

WASPC Conference 11/13-11/14/18

Lezlie Arntz attended the conference and shared with the group about her experience.

Discussion about ordering generic LEIRA business cards for events.

Suggested we bring swag bags to the WASPC meetings for the Chiefs to bring back to their office staff.

CLEARs Conference 11/12-14/18

Jeanne Johnson Jacobs attended the conference and shared her experience

Discussions about updating bylaws language to state that a non-board member can be nominated or appointed for unfilled positions.

Action item: Check with Cathy Munoz about the bylaw's language.

CJIS Training

Jeanne Johnson Jacobs & Sara Fitzgibbon attended the CJIS Records training to introduce new members to LEIRA.

Sara will be attending the CJIS Records training in April 2019 to speak to another new group of records staff about LEIRA.

Jeanne Johnson Jacobs mentioned Steve Perry may be interested in being a trainer for upcoming training events. She will reach out to him if needed.

BREAK 9:35am – 9:45am

E-Board Expectations

The E- board came to an agreement that all Board members, Directors and Chair persons are expected to be actively participating and offering solutions. If the member attends any meetings or conferences a report should be turned into the E-board at the next scheduled meeting. If the member is not able to attend the meeting an update should be emailed to be included in the next meeting minutes.

E-Board Clothing

Discussion regarding jackets and/or shirts for Board members to wear for trainings or at the conferences. It was mentioned that LEIRA could pay for one item and the board member would be responsible for any other item.

Sara Fitzgibbon is working with a vendor to get prices on shirts and jackets.

MemberClicks

Lezlie Arntz would like someone else to take the lead on the MemberClicks project.

The majority of the implementation is complete. It appears that Cathy Munoz has been working with Tim @ MemberClicks.

Action Item: Cathy Munoz – Would you be willing to take over the MemberClicks project? The action items include adding forms and list servs to the site.

Working with Tim @ Memberclicks with final set up of the database.

LEIRA Scholarship

The board received one application for the Wanda Wareham Scholarship. (Brewster PD)

Discussions about the requirements needed to decide who receives the scholarship.

Regional Training

PDR Beginner/Advanced Trainings offered February 19/20, 2019 in Everett

PDR Beginner/Advanced Trainings offered April 10/11, 2019 in Kennewick

Conference will be the only other training scheduled for 2019

2019 Fall Conference

Patty & Dana from Walla Walla PD committed to being the local liaison. Their staff is committed to assembling conference packets and other duties as assigned.

Patty mentioned some local sponsors may want to donate baskets or goodies.

Patty is asking Walla Walla Chief to speak on the first day of the conference.

Dana is checking with the local DV advocate to facilitate a class on Orders.

We will send our final plan to Patty and Dana at Walla Walla PD.

Daylan Gibbard from Visit Walla Walla committed to handing out welcome (Swag) bags to participants on arrival of the conference.

Daylan Gibbard is researching a small group tour at the penitentiary on Monday afternoon.

Discussions about having an event at the Three Rivers Winery with the possibility of live music. The event would be catered by Marcus Whitman Hotel and included in our catering budget. The board preferred the large appetizer platters. It is hopeful that we have a sponsor to pay for the venue.

Daylan researching shuttle options to and from the winery.

Josh Rees will coordinate with Daylan for offsite meeting for the board members on Monday morning September 22nd for planning purposes.

Vendor Information

Rana will be the contact/coordinator for the Vendors

Vendors: PRI, GovQA, New World, Permittium, Qless, Imagent, Mark43

Axon, Net Transcripts & Tyler Technologies.

If you have any vendor information please forward to Rana.

Chris Leyda is updating the sponsorship form and will communicate with Rana.

Instructor Syllables

Lezlie Arntz will create the syllables/certificates and evaluation forms.

WCIA

Chris Leyda will contact WCIA to see if they will cover the cost of instructors.

2019 Fall Conference

The LEIRA board agreed the cost for the 3-day conference would be:

LEIRA members \$275 and Non-Members \$325

Cost for half a day members \$50 and \$75 for non-members

Cost for full day members \$125 and \$150 for non-members

Cost for spouse rate for attending dinner at Three Rivers will be \$50

Josh Rees motioned and Jeanne Johnson Jacobs 2nd the motion, all in favor. Meeting Adjourn 1/28/19 @ 4:23pm

Wednesday – 8:12am

Janelle presented a short recap on the evidence training curriculum that her and Mary Sellers developed. They will have a completed curriculum by July 2019

Jeanne Johnson Jacobs-

mentioned a couple members from CLEARs might be attending our conference.

will confirm the FBI Instructor arrival to the hotel.

Bringing the first timers' basket.

Kim Petty –

Researching eye glass cleaner for swag gifts.

Agreed to assist with MemberClicks

Sara Fitzgibbon-

Researching the cost for LEIRA Jackets & Polo shirts with block lettering.

Received quote for LEIRA pins \$651 for 300 pins.

Josh Rees motioned to order pins and Janelle 2nd the motion, motion passed.

Lezlie Arntz –

Ordering the name badges and ribbons for the lanyards.

Creating syllables, certificates and evaluation forms for Instructors

Josh Rees-

Coordinate the overflow hotels- Possibly 50 rooms

Coordinate with Daylan Gibbord a meeting room for Monday the 22nd.

Chris Leyda-

Looking for an instructor with juvenile expungement/vacate and sealings.

Possibly ask Rana Hoover or Joan Smith.

Working on Vendor/Sponsorship packet

Everyone-

Bring swag items for welcome bags.

Discussion about Misc. Conference items:

Board Members should dress business professional.

Board members will be able to wear LEIRA logo shirts in lieu of business professional dress.

Important for Board Members to be interacting and mingling with attendees. The board should sit with the attendees and be available for questions.

Meeting Adjourn at 11:55am

Tentative Schedule for Conference:

September 22, 2019	3	pm	Sunday night arrival for board members
September 23, 2019	10	am – 1pm	Monday Executive Board Meeting (offsite)
September 23, 2019		3pm –	Early Registration at Marcus Whitman Hotel
September 24 – 26, 2019			See attached Conference Schedule

Attachments should include the Treasurer's report and Conference schedule

Meeting was adjourned at *11:55am* by President Lezlie Arntz.

The next general meeting will be TBD and Sara Fitzgibbon will send out some dates and time.