

Records Management



*Working to bring it all together
City – State – County*



Meeting of November 4, 2011
Location: Brownstown PD

REGISTRATION AND ORDER:

Registration began at 8:30 a.m.

CALL TO ORDER & WELCOME TO ALL MEMBERS AND ATTENDEES:

The meeting was called to order at 9:00 a.m. by President, Linda Carpenter. The Brownstown Honor Guard Posted the Colors & the Pledge of Allegiance was recited by the membership. Welcome by Public Safety Director, James Sclater. Acknowledgements and appreciation to Janet Zarbaugh for hosting the meeting.

ROLL CALL:

| | | |
|-----------------------------------|-------------------|------------------|
| Linda Carpenter, President | | Present |
| Kathy Bragg, Vice President | (Three Rivers PD) | Present |
| Janet Zarbaugh, Secretary | (Brownstown PD) | Present |
| Carol Wright, Treasurer | (Troy PD) | Present |
| Barb Haynes, Trustee | (Walker PD) | Present |
| Jeff Baldwin, Trustee | (State of MI) | Present |
| Leslie Heffron, Trustee | (Lowell PD) | Absent & Excused |
| Kathy Kantarian, Trustee | (Royal Oak PD) | Present |
| Shelley Pavlinak, Parliamentarian | (Port Huron PD) | Present |

MEETING MINUTES:

Motion to accept minutes: Alice Baker, Wyandotte PD
Second: Barb Haynes, Walker PD

TREASURER'S REPORT:

| | |
|-------------------------------------|------------------------------------|
| Balance forward: \$10,031.16 | Total deposits: \$ 580.00 |
| Total expenses: \$ 3,150.83 | Current balance: \$7,460.33 |

Motion to approve: Kathy Bragg, Three Rivers PD
Second: Kathy Kantarian, Royal Oak PD

MEETING SCHEDULE:

2012 SCHEDULE

- February 3, 2012 – Gladwin Sheriff's Dept. – Knights of Columbus (Susan Walker to host)
Topic: Record Retention & Round Table Discussion
Please get your questions/comments to Jeff Baldwin by the end of the year for Retention and Round Table discussion topics are needed, as well.
Lodging: The Cedar Avenue Inn – Catered Lunch - \$9.00
- May 4, 2012 – Possible locations: Kentwood PD or Lowell PD
Topic: Possibly SOR/MICR
- September 19-21, 2012
Garland Lodge & Resort, Lewiston
\$65.00 room rate + \$5.00 gratuity for additional services
\$100.00 rate for conference room
Topic: Undetermined at this time

NEW BUSINESS:

None

OLD BUSINESS:

Thank you to Alice Baker for handling the nominations for our elections. Ballots were distributed and votes were counted at the first break. The results are as follows:

(2-year terms)

President: Kathy Bragg, Three Rivers PD
Vice President: Shelley Pavlinak, Port Huron PD
Secretary: Janet Zarbaugh, Brownstown PD
Treasurer: Carol Wright, Troy PD
Parliamentarian: Leslie Heffron, Lowell PD

(3-year terms)

Trustees: Jeff Baldwin, State of Michigan
Barb Haynes, Walker PD
Alice Baker, Wyandotte PD
Janis Heugel, Mt. Pleasant PD

Congratulations to the new LERMA Board members.

SPECIAL PRESENTATION:

As this was President Linda Carpenter's last meeting and in appreciation for her many years as president and the LERMA founder, Linda was presented with a beautiful quilt that was especially made for her. The quilt incorporated department badges from many LERMA members to make the quilt. Many thanks to Kathy Bragg and Carol Wright who coordinated efforts to have the quilt completed in time for the presentation. Linda will remain on the board for awhile as Immediate Past President.

ADJOURNMENT:

The meeting was adjourned at 9:30 a.m. with the introduction of Kevin Francart from the Attorney General's Office for his presentation on the Freedom of Information Act.

Respectfully submitted,

Janet Zarbaugh
LERMA Secretary

November 4, 2011 FOIA Training– Presenter information

Kevin Francart, Assistant Attorney General
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