



# Law Enforcement Records and Information Association

## Executive Board Meeting Minutes

<b>Date</b>	April 25, 2024	<b>Online</b>
<b>Time</b>	0900-1100	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 <sup>st</sup> Vice President	Erica Meeks		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 <sup>nd</sup> Vice President	Lisa Edlin	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith ( <i>excused</i> )
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input type="checkbox"/>	Committee Chair (Training)	Bonnie Voegele ( <i>excused</i> )
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Rana Hoover
<input checked="" type="checkbox"/>	Director	Alexandra Copeland	<input checked="" type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input checked="" type="checkbox"/>	Director	Amanda Towle	<input type="checkbox"/>	Committee Chair (Membership and Bylaws)	Kirsty Jones
<input checked="" type="checkbox"/>	Director	Ashley Williams	<input checked="" type="checkbox"/>	Committee Chair (Prop/Evidence)	Heather Ging

**1) Call to order – Cathy Munoz @ 0900**

**2) Attendance – Cathy Munoz**

a. Kristin Hnat also in attendance

**3) Swearing in new board – Cathy Munoz**

a. **Amanda Towle**

i. Amanda Towle officially signed in as LEIRA Director

**4) Call for Additional Agenda Items – Cathy Munoz**

**5) Secretary Minutes – Heather Ging**

a. Approval of minutes from March 2024 meeting

- b. Ilia Heath makes a motion to approve the March 2024 Meeting Minutes. Lisa Edlin seconds the motion. Motion passes to approve the March 2024 Meeting Minutes.

## 6) Treasurer – Ilia Heath

- a. 2023 Taxes
- b. Account status
  - i. Accounts are good. Some email issues, with members having the incorrect email. If noticed, please let members know, and give them Ilia’s correct email address.

## 7) Old Business

- a. Committee updates
  - i. Legislative – Rebecca Hendricks
    - 1. Custodial Interrogation Retention recommendations
    - 2. Court Case regarding closing out PDR requests
  - ii. Memberships – Kirsty Jones
    - 1. Transition to Lisa Edlin
      - a. Lisa will attempt to reach out to Kirsty for this. If unable to get a hold of Kirsty, Cathy will attempt to help Lisa learn membership.
  - iii. Regional Training –Bonnie Voegele
    - 1. 2024 Classes not yet scheduled/finalized.
      - a. Warrants and Orders – Allie Copeland will teach online – Allie will provide date and info once ready
      - b. Records Management (full day online) – Julie Ubert and Alexandra Copeland/ - no date yet, possibly November
      - c. BWC Redaction Class (online) – Allie Copeland
        - i. August 8<sup>th</sup>, 2024
        - ii. Allie will provide information for flyers and registration
      - d. Firearms Management (4 hrs., online)– Erica Meeks Change to conference?
      - e. Evidence Retention – will be a conference class
      - f. Advanced Public Disclosure - course is still in the works, will get flyers made once Sara has time to provide agenda
      - g. Fall Intro to Public Disclosure – will make flyers and open registration when Advanced course is ready
    - 2. 2024 Classes added.
      - a. Photography CSI WSP, June 11-13, Kirkland
      - b. BWC Kitchen Sink, July 23, Chehalis
  - iv. Bylaws – Kirsty
    - 1. Kirsty status going forward as life member.
      - a. Per bylaws, life members can serve as committee chairs but not elective office.
      - b. Per bylaws, life members can be appointed to fill a vacancy on the executive board.

- i. Board will continue mulling this over, and how to clarify lifetime members and serving on the board or committees. Bylaws will be re-worded, and voted upon at the next General Business Meeting.

v. Conference 2025 - Chair Rana Hoover

1. [LEIRA Fall 2025 Conference](#) Whitman link for reference
2. Contract with Marcus Whitman September 22-26, 2025
  - a. Contract for the 2025 Conference at the Marcus Whitman was approved via email on April 17, 2024. Amanda Towle made the motion to approve and sign the contract for the 2025 Conference at the Marcus Whitman. Heather Ging seconds the motion. Motion passes for Ilia Heath to sign the contract for the 2025 Conference at the Marcus Whitman.
3. Contract for overflow with Marriott
4. Save the date flyer and call for committee members
5. Conference deadline outline
6. Conference Committee meetings
7. Conference Training Track Outline – Bonnie Voegele
8. Contract with Courtyard Marriott in Walla Walla September 22-26, 2025 as a Conference Overflow Hotel
  - a. Contract for the 2025 Conference at the Courtyard Marriott for the 2025 Conference Overflow Hotel was approved via email on May 2, 2024. Lisa Edlin made the motion to approve and sign the contract for the 2025 Conference Overflow Hotel at the Courtyard Marriott. Alexandra Copeland seconds the motion. Motion passes for Rana Hoover to sign the contract for the 2025 Conference Overflow Hotel at the Courtyard Marriott.
- 9.

vi. Property/Evidence– Heather Ging/Erica Meeks

- b. Lunch with LEIRA – Ashley Williams
  - i. 2024 LwL is all scheduled
  - ii. Averaging about 70 people per LwL
- c. Sticker Designs – Heather Ging

**8) New Business**

- a. One Drive Password Change?
- b. Meeting schedules
  - i. Cathy is unavailable for June meeting
    1. June meeting will be cancelled
  - ii. 2024 General Board Meeting
    1. In person v. Online
      - a. General Business Meeting Online

- i. Aim for it to be held in November (to include presidential vote)

9) Adjourned at 1024