



LEIRA EXECUTIVE BOARD

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

President: Kirsty Jones ♦ Past President: Vacant ♦ 1st Vice President: Chris Leyda
♦ 2nd Vice President: Cathy Munoz ♦ Treasurer: Ilia Heath ♦ Secretary: Ellen O'Brien
♦ Director: Heather Ging
♦ Director: Melinda Matlock ♦ Director: Lisa Edlin ♦ Ex-Officio: Joan Smith - WASPC

LAW ENFORCEMENT RECORDS and INFORMATION ASSOCIATION

Executive Board Meeting Agenda

February 2, 2021

Called to Order 10:00 a.m.

- 1) Call to Order – Kirsty Jones
- 2) Call for Additional Agenda Items – Kirsty Jones
 - a. No additional Agenda items
- 3) 2021 E-Board
 - a. Swearing in of new members
 - i. Kirsty Jones as President
 - ii. Chris Leyda as 1st Vice President
 - iii. Cathy Munoz as 2nd Vice President
 - iv. Ellen Hyde as Secretary
 - b. Motion to destroy ballots from 2020 Election
 - i. Motion made by Kirsty Jones
 - ii. Motion seconded by Melinda Matlock
 - c. Review Robert's Rules of Order (*see Attachment #1*)
 - i. Kirsty showed book she purchased
 - d. Resignation of Janelle Knight as Director and naming Heather Ging as new Director
 - i. Nomination made by Kirsty Jones
 - ii. Unanimous vote
 - e. Approval of lifetime membership for Sara Fitzgibbons
 - i. Motion not needed; however, vote was unanimous



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ii. Cathy Munoz recommended consideration of a change to the Bylaws regarding past Presidents

4) Secretary Minutes – Ellen Hyde

- a. Approval of minutes from November 2020 E-Board meeting (*see attachment #2*)
- b. Motion made by Kirsty Jones
- c. Motion approved by all

5) Membership Report – Kirsty Jones

- a. Current Membership
 - i. Current membership is 283
 - ii. Prospective membership is 404
- b. Lapsed/Prospective Membership
 - i. Memberships have been extended through December, 2021
 - ii. Cathy Munoz mentioned LEIRA formerly having New Member Welcome Packet
- c. Membership Drive
 - i. Slight discussion; again noted LEIRA memberships extended through December, 2021

6) Legislative Committee Report – Cathy Munoz

- a. WASPC/HB 1820
 - i. Very few LE records this year regarding Bill
 - ii. Sunshine Committee referenced as attempting to clean up juvenile language
- b. New State Archives advice Sheet (*see attachment #3*)
 - i. Cathy Munoz provided

7) Training Chair Report – Heather Ging

- a. Review of December 2020 *All Things Juvenile* training



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i. 105 members registered; 78 attended

ii. Issues reported regarding registration and certificates

b. Discussion on online platform for event registration/attendance certificates. Options to include MemberClicks add-on; GoToMeeting; Zoom, etc.

i. WASPC currently utilizes GoToMeeting

ii. GoToSeminar is not the same as GoToMeeting

iii. Expenses of some programs discussed

c. Discussion of survey ability via Survey Monkey/MemberClicks

d. Set rules for Online Training

i. Virtual trainings at least for 1st Quarter of 2021 and possibly 2nd Quarter of 2021 as well due to COVID-19 memorandums

8) Treasurer Report – Ilea Heath

a. 2020 Treasurer Report discussed

i. \$27,833.35 in Checking

ii. \$60,365.25 in Savings

b. Budget expenses discussed

c. MemberClicks Expenses = \$4200; revenue needed to offset part of cost

d. NIBRS Training was free – discussed potential training charges

e. Melinda Matlock and Ellen Hyde to perform audit

f. Jackets

9) 2021 Planning –

a. One Drive Replacement Project (Zoho) – Cathy Munoz

i. Upgrading – 10 Licenses; 8 for Board, plus Joan and Josh



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ii. Josh Rees to research Webinar certificate, including Xscript Inc, in ProSurvey

b. 2021 Training

i. 2021 Training Budget (*tabled from November 2020 E-Board meeting*)

1. \$8,000 for 2021

ii. FileOnQ – Kirsty Jones

1. February 4, 2000 to February 24, 2021 - untitled

iii. Free-Doc - Kirsty Jones

1. February, March, April
2. Starting March 17, 2021, training once a week for six weeks
3. Records Management and some specialized for LE
4. \$500 mentioned for entire series

iv. PRI –Chris Leyda

1. March 2021 through end of 2021
2. 1 per quarter, potentially in person depending on COVID-19 memorandum
3. \$2000 mentioned for time frame

v. NICS – Lisa Edlin

1. Online – no certificate

vi. WSP/Evidence – Melinda Matlock

1. Agency service – no charge
2. \$25 member/\$75 nonmember mentioned

vii. PRA Training Revamp – Cathy Munoz

1. Beginner PRD
 - a. May 20, 2021 and September 30, 2021



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b. 9 am to 4 pm, with one-hour break

c. Proctoring for training

2. Advanced PDR

a. Includes Juveniles and case law

b. Time frame unknown but probably fall

3. Bodycam included in beginner class but is a potential 2 hour future class

a. discussed regarding potential trainer(s)

c. 2021 E-Board Meetings – Kirsty Jones

i. Tuesday, June 8, 2021 (quarterly)

ii. Tuesday, September 14, 2021 (quarterly)

iii. December 7, 2021 (General)

10) Roundtable/New Business

a. 2022 Conference

i. Tabled until June meeting due to COVID-19 uncertainty

b. IAPE Training – Melinda Matlock

i. March, 2021 in Lakewood

ii. Possibility of LEIRA covering training costs

11) Adjournment – 2:48 p.m.