



# Law Enforcement Records and Information Association

## Executive Board Meeting Minutes

<b>Date</b>	<b>June 10, 2021</b>	<b>Zoom Online Meeting</b>
<b>Time</b>	<b>1000-1500</b>	

Members in attendance:

<input type="checkbox"/>	President	Kirsty Jones	<input type="checkbox"/>	Director	Heather Ging
<input type="checkbox"/>	1 <sup>st</sup> Vice President	Chris Leyda	<input type="checkbox"/>	Director	Erica Meeks
<input type="checkbox"/>	2 <sup>nd</sup> Vice President	Cathy Munoz	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input type="checkbox"/>	Secretary	Ellen O'Brien	<input type="checkbox"/>	Past President	Vacant
<input type="checkbox"/>	Treasurer	Ilia Heath	<input type="checkbox"/>	Committee Chair	(Vacant - Training)
<input type="checkbox"/>	Director	Lisa Edlin	<input type="checkbox"/>	Committee Chair	Josh Rees (Conference)

### 1) Call to order – Kirsty Jones

- a. **Meeting called to order 10:00.**

### 2) Call for Additional Agenda Items – Kirsty Jones

- a. **Melinda resigning – August 27, 2021 last day. Will need to appoint new Member Director – there is one possibility and she is also an Evidence Technician.**

### 3) Secretary Minutes – Ellen Hyde

- a. Approval of minutes from February 2021 E-board Meeting
  - i. **Cathy Munoz motions. Chris Leida seconds. Minutes approved.**

### 4) Membership Report – Kirsty Jones

- a. Current statistics
  - i. **393 members; 27 regular.**
- b. Effect of non-member training registrations
  - i. **Regular non-member – change status when paid.**
- c. Review policy/process of including membership in non-member event registration fee

## 5) Legislative Committee Report- Cathy Munoz

- a. **Sunshine Committee bill died again.**
- b. **LEOFF and Disc 10 years until gone – was 6 years.**
- c. **All is quiet on PRR front.**
- d. **Custodial legislations need to be recorded.**
- e. **Joan to send WASPC announcement to Membership.**

## 6) Training Report – Heather Ging

- a. Update training rules/policies
  - i. No shows, late fees, and profile cancellation
    - 1. Keep track of no shows, outstanding payments; follow up or is it nonissue?
    - 2. Auto link in email - No shows are getting free training and material.
    - 3. Warning the first time for nonpayment and possibly block next time?
  - ii. Deadlines for planning, registration, payment, etc.
    - 1. Talk to Ilea regarding payments.
    - 2. Pay in Memberclicks? Agency or single person?
    - 3. GoToWebinar, PRI both send auto link.
    - 4. If no payment, prevent attendance next time or suspend membership.
- b. Review completed 2021 trainings
  - i. Cathy – training went well; a bit difficult via webinar as not as easy to receive feedback
    - 1. Pro - can reach more people via web; polls are good feature.
    - 2. Con – Not sure if getting all people and/or questions
    - 3. Going to revamp September training if possible.
  - ii. Melinda – good turnout for April training; a lot of good questions.

1. State Patrol says good turnout and wants to do it again.
  2. Chat section is more user friendly and flowed well,.
- c. Review upcoming 2021 trainings
- i. Potential early 2022 - IAPE can host, but not much of a discount. Possibly in Eastern Washington (Walla Walla?) (Sheriff's Training Center?). Per person fee includes all instructor expenses. Room for 40 people.
  - ii. Citizen Safety and Awareness. Possibly propose for 2022 Conference class?
  - iii. GovQA – Public requests and video redaction. Two 1-hour webinars? GovQA covers costs.
    1. Nondisclosure, lack of knowledge, general knowledge not WA specific.

## 7) Treasurer Report – Ilia Heath

- a. Audit results
  - i. Melinda gave report on audit.
- b. Current status of accounts
  - i. All of E-Board viewed via email.
- c. Upcoming expenditures
  - i. Go Daddy expired – paid and reinstated.
  - ii. Memberclicks – up to date.
  - iii. Software is good.
  - iv. Jackets – need to be ordered.
- d. **Kirsty to to to bank for signatory w/Ilea. Chris has Jeannie and Sara's cards and they are still active.**
- e. **Chris was able to give Sara her plaque.**

## 8) Old Business

- a. WASPC Spring conference (written report only)

- i. 2020 summary and trainings/fall conference.
- b. Zoho/MS One Drive – how is this working for everyone?
  - i. One Drive – second level not much better than last meeting
  - ii. Cathy to send out another email for us to sign up.
- c. GoDaddy website hosting issue
  - i. Reliability.
- d. Memberclicks conference
  - i. 2022 Memberclicks need if conference has paid but canceled due to COVID – assume still hosting as fees still available.
  - ii. Can sign up for training if no 2022 conference.
  - iii. Will want refund transfer from Melinda’s name.

**9) 2021 Planning**

- a. Set date for September 2021 E-Board Meeting - Kirsty Jones
  - i. September 21-22, 2021.
- b. General meeting/Voting
  - i. December 7, 2021.
- c. Proposed additional 2021 trainings
  - i. IAPE class late 2021 or early 2022 in Eastern WA
  - ii. Another WSP P/E basics webinar?
  - iii. SOS class on records retention August 2021 online
  - iv. GovQA webinar/demo
  - v. Front Desk Safety/Awareness from React Solutions – TBA
- d. Fall membership renewal drive?
  - i. Change renewal fee or keep at \$50?
  - ii. January 1 via Memberclicks invoice.

- iii. Change wording on invoice and send notice mid-November. Heather to reach out to Sara re auto trigger.

## 10) Roundtable/New business

### a. 2022 Conference

- i. Majority votes to have conference.
- ii. Aiming for 250-300 people; possibly more.
- iii. September 27-30, 2022 (M-TH); backup September 20-23, 2022.
- iv. Ruled out: Chewelah Casino; Lynnwood Ocean Shores and a couple of others.
- v. Liking: Kitsap Conference Center (Heather recommend as room for Board and Trainers); Greater Tacoma; Cedar Brook-Seatac; Blaine.
- vi. Josh to call venues; September 2021 meeting at favored venue. Will make recommendation from site visits. Schedule site visit by early August and book September meeting.
- vii. Interest from PRI; FileonQ; Freedoc; WebQA; Axon. Chris will be vendor contact.
- viii. Will need Trainer bios and syllabus.
- ix. Booking rooms for speakers.
- x. Online option for those that cannot attend?
- xi. Contact local agencies to host - Josh to drive.

### b. EPIN Collaboration

### c. Suggested 2022 trainings

## 11) Adjournment

### a. **Adjourned at 11:52**