



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	September 22-23, 2021	Semiahmoo Resort
Time	0900-1700	Blaine, WA

Members in attendance:

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

1. Call to Order @ 9:05am
2. No additional items to add to agenda.
3. Approval of Secretary minutes from June 2021 E-Board Meeting.
 - a. Josh R. motioned for approval of minutes, Ilia H. seconded the motioned-Passed
4. Membership report – 130 new members (See attached spreadsheet)
5. Legislative Committee Report – Cathy Munoz – None
6. Training Committee Report – Heather G. (see attached Training spreadsheet)
 - a. Proposed 2022 training Discussions
7. Treasurer Report – Ilia Heath (see attached Report)
 - a. \$56,737.56 Checking - \$40,375.80 Savings – Total \$97,113.36 Accounts are all current.
 - b. Chris L. turned in the LEIRA credit cards from Jeanne & Sara.
 - c. Audit Results – Ilia resending information to Ellen Hyde for review.
 - d. Upcoming expenditures –
 - i. Potential deposit for upcoming Conference.
 - ii. Kirsty renewed the Zoom membership another year
 - iii. Reviewed refund policy. No refunds outside the two-week window.
 - iv. Membership discussion regarding the ability to transfer LEIRA membership. It was determined Memberships are not transferable.
8. Old Business –
 - a. LEIRA Logo wear – LEIRA paying for all new jackets with pockets for E-Board. – Chris L. will place order ASAP.

- b. MS OneDrive – Everyone in attendance has been set up and has the ability to log on to the LEIRA OneDrive/Share drive.
 - c. Member click Conference –
 - i. Refund received from the cancellation of conference. \$1749
 - ii. It was discovered the refund feature on member clicks program is not working, Ilia making copies of all refunds for back up.
 - d. IAPE Conference March 15-17, 2022 – Spokane, WA – Certified Property & Evidence Training & Supervisory Training 2- or 3-day Conference. \$395
 - i. Heather is creating a flyer and will put on LEIRA website.
 - e. CJTC Records & Property/Evidence Academy – Nothing scheduled
 - f. LEIRA Social Media – Revisit at later date
 - g. Update bylaws (see attachment) **Kirsty will add proposed language**
9. New Business
- a. Discussion of inviting Jeanne Johnson Jacobs back to be our Past President – Chris L. will reach out to her in the coming weeks.
 - b. Fall Membership/Renewal Drive
 - i. Discussion regarding the renewal process and member clicks. Researching if it is on auto -renewal? Do the invoices sent out expire? Is it the date that drives the invoice to expire? We need to have renewals out by January 1, 2022. – Kirsty to research these questions.
 - c. Eboard photo was taken at Semiahmoo. We will need to re-take to include the other members.
 - d. WASPC Conference in November 2021 –
 - i. It was discussed that a LEIRA Board member should attend the in person WASPC Conference November 14-18, 2021 in Skamania.
 - ii. Chris Leyda & Kirsty Jones will attend the conference.
 - iii. Lisa motioned to move the \$1749 refund from Member click to pay for the WASPC Conference cost and Chris L. seconded the motion - PASSED
 - e. November 2021 Fall Eboard & General Meeting – November 30, 2021 will be held at the Marysville North Precinct. General Meeting will be held during the lunch hour 12-1pm.
 - f. LEIRA Website – Each Eboard member must submit a short profile and headshot photo for the website. Due October 15, 2021.
 - g. Elections 2022
 - i. The positions that are up for reelection are President, 1st VP, 2nd VP, Secretary & 1st Director positions.
 - ii. Must apply of interest and letter of support from their agency. Due by October 15, 2021.
 - iii. Lisa sent updated ballot to Kirsty to be sent out by October 30, 2021.
 - h. Discussion regarding a survey asking members how they feel about training in person versus online training. Heather G. working on survey to be sent out.
 - i. Tour of Semiahmoo Resort & Grounds for potential Conference Site 2023.
10. Ilia motioned to adjourn @ 4:54pm and Erica M. seconded motion – PASSED

September 22, 2021

1. Call to Order @ 9:04am
2. Additional discussions for 2022 training-
 - a. Overall agreement that offering online training reaches a broader audience.
 - b. Consideration to continue online and in person trainings.
 - c. Overall agreement that we do not need to provide as many trainings as 2021.
Discussion of getting back to 6-8 trainings a year with some online offerings.
3. Proposed 2022 Trainings
 - a. Intro & Advanced Public Disclosure Training in Spring & Fall – Cathy M. & Julie U.
 - b. IAPE Property & Evidence - March
 - c. PRA Case Law – July
 - d. Free Doc – Kirsty J.
 - e. PRI-Cohort – Walla Walla
 - f. Property & Packaging – Proposed fee \$50/\$100 Heather will contact Amity.
(WSP?)
 - g. Legislature Updates (online) – July/August
 - h. Retention FAQ's for Records & Evidence – Heather G., Erica M. & Kirsty J.- TBD
4. Conference Planning for 2023
 - a. Dates available for Semiahmoo – October 1-6, 2023
 - b. Conference Chair – Josh Rees
 - c. All printed material – Heather Ging
 - d. Sponsors – Chris Leyda
5. Semiahmoo Contract Discussion (see attached)
 - a. Meeting with Desi the Sales Manager at Semiahmoo to discuss detail of the proposed contract for a Conference held in October 2023.
 - i. Discussion about the extremely high deposits required. It was determined that if we submitted a Direct Bill application and it was accepted we would be eligible for a greatly reduced deposit schedule. Pending direct bill application Ilia H. motioned to approve we put a deposit on the resort to secure the date, Heather G seconded the motion – PASSED
 - b. We asked Desi if the rates were per diem rates and her response was, No, per diem rates are only accepted during off season rates (November – March).
6. Website Updates
 - a. Add State Archives link for retention.
7. GovQa Video – Kirsty emailed the Eboard a video that GovQa would like us to consider for a training partnership. Please review and send her your thoughts.
8. Next Meeting will be November 30, 2021 in Marysville at the North Precinct.
9. Meeting adjourned at 1:45pm.