



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	November 30, 2023	Online
Time	0900-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 st Vice President	Candice Mauracher		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Amanda Towle	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith (Excused)
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Rana Hoover
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input checked="" type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input checked="" type="checkbox"/>	Committee Chair (Bylaws)	Cathy Munoz
<input type="checkbox"/>	Director	Megan LeBlanc (Excused)	<input checked="" type="checkbox"/>	Committee Chair (Prop/Evidence)	Heather Ging

1) Call to order – Cathy Munoz @ 0901

2) Attendance – Cathy Munoz

3) Call for Additional Agenda Items – Cathy Munoz

4) Secretary Minutes – Heather Ging

- a. Approval of minutes from October 2023 meeting
 - i. Motion to approve made by Ilia Heath and Kirsty Jones seconds the motion to approve October 2023 Meeting Minutes. Motion passes to approve October 2023 Meeting Minutes.
- b. Approval of the 2023 General Business Meeting Minutes.
 - i. Motion to approve made by Ilia Heath and Lisa Edlin seconds the motion to approve 2023 General Business Meeting Minutes. Motion passes to approve 2023 General Business Meeting Minutes.

5) 2023 Conference – Kirsty Jones

- a. Survey results
- b. Final report

6) Treasurer – Ilia Heath

- a. Final quarter report
- b. Conference final costs

7) Old Business

a. Committee updates

- i. Legislative – Rebecca Hendricks
 - 1. Final quarter report
- ii. Memberships – Kirsty Jones
 - 1. Final quarter report

iii. Training – Heather Ging

- 1. Final quarter report

2. 2024 Classes being advertised but not registered, etc:

- a. Tracker Products/Evidence Management Institute at Kirkland – Kirsty Jones – No dates set yet
- b. IAPE for 2024 at Union Gap – Kirsty Jones
 - i. Best Practices September 10 and 11
 - ii. New Topics (formerly supervisor) September 12
- c. Secondary Trauma/Leadership – m3-academy
 - i. 4 classes, we help locate hosts and advertise, they pay approximately \$100 for the help.
 - ii. Locations are set - (Richland, Spokane, Lake Stevens and Clark County), Dates TBD
 - iii. They create flyer, register, etc.
 - iv. Cost is \$175 per day of training

3. Body Worn Cameras Everything but the Kitchen Sink – Kirsty Jones

- a. Set for February 22nd at SnoCO in Marysville 0800-1600
- b. **Kirsty will get info to Heather – Heather will make flyer; Cathy will set up registration. Registration will open around January 1st.**

4. PRA Beginner and Advanced – Cathy Munoz

- a. Beginner Online – March 27, 0900-1700
- b. Beginner in-Person – October 9th, 0900-1700 at Lake Stevens PD
- c. Karen Horowitz can no longer teach, asking Sara DiVittorio
- d. Advanced PRA w/ Sara DiVittorio (BWC will be included) will be In – Person 0900-1700 at Lake Stevens PD

5. Warrants and Orders – Kirsty Jones

- a. Tentative for November – ½ day class online
- 6. Records Management (full day online) – Megan LeBlanc – Tabled/possibly not until 2025
- 7. Firearms Management (4 hrs, online)– Heather Ging
 - a. Back burner/will revisit in spring
- 8. Photography CSI (2 day, in person)– Heather Ging
 - a. Reached out to WSP – waiting to hear back if they can fit it into their schedule. Volunteered Kirkland for a location.
- 9. Evidence Retention (4 hours, online) - Heather Ging – July or fall
 - a. **Will meet with Erica and settle on a date/time and begin creating**
- 10. PRI for 2024 – Cathy Munoz
 - a. PRI will create flyers for the trainings as well as a flyer showing the year’s trainings.
 - b. Releasing and Redacting LE Records – Feb. 29, 0800-1200 Online
 - i. They will charge us \$99 per person. Normal price is \$179.
 - ii. Only open to LEIRA
 - iii. *Price - \$129 member/\$179 non-member
 - c. Property & Evidence and Digital Evidence Management – May 14th
 - i. Online Session
 - ii. They will charge us \$179 per person. Normal price is \$279.
 - iii. They will also advertise and open it for non-LEIRA members.
 - iv. *Price - \$229 member/ \$279 non-member
 - d. Criminal Law vs. NIBRS: Accurate Coding of Offense Reports – September 12, 0800-1400
 - i. Online Session
 - ii. Only open to LEIRA
 - iii. They will charge us \$179 per person. Normal price is \$279.
 - iv. *Price - \$229 member/\$279 non-member
 - e. Cathy Munoz makes a motion to make price of PRI trainings for members \$50 less than price being charged to LEIRA. Kirsty Jones seconds the motion. Motion for price passes.
- 11. Training Pricing for 2024
 - a. Online
 - i. Full Day Member – \$150
 - ii. Full Day Non – Member – \$200

- iii. Half Day Member – \$100
 - iv. Half Day Non-Member - \$150
 - b. In-Person
 - i. Member – \$150
 - ii. Non-Member - \$200
 - c. Kirsty Jones makes a motion to update training pricing to the above for 2024. Erica Meeks seconds the motion. Motion to update 2024 training pricing passes.
- iv. Bylaws – Cathy
 - 1. Final quarter report – no activity for 2023
 - 2. Advises the board should consider a change in the standing rules to not necessarily allow board members free training for outside companies like PRI, M3 Academy, etc. that LEIRA has a role in hosting/promoting. **Kirsty will put in on her radar for next year as she takes over the committee.**
- v. Conference 2025 - Chair Rana Hoover
 - 1. Final quarter report -non
 - 2. Reviewed proposals from Suncadia and Marcus Whitman
 - 3. Aiming for a meeting in March @ the Marcus Whitman, for possible conference location
 - 4. Board requesting a venue only price for Suncadia and a Fall proposal for the Marcus Whitman.
- vi. Property/Evidence– Heather Ging
 - 1. Standing up Committee in 2024
 - 2. 3 volunteers already, will focus on training
- b. Lisa Edlin makes motion to approve 2023 Year End Committee Reports made by and Kirsty Jones seconded the motion. Motion passes to approve 2023 Year End Committee Reports. All written reports will be attached to the minutes.
- c. Future Conference 2026– Cathy Munoz
 - i. Should we aim for 2026 and yearly thereafter discussion.
 - ii. For now, conferences will continue to be every 2 years.
 - iii. Candace will reach out to venues on the west side and start compiling a viable list as planning should begin early 2025 at the latest.
- d. Lunch with LEIRA – Megan LeBlanc
 - i. Should we switch to monthly?
 - ii. Another volunteer to help Megan?
 - iii. Megan is leaving, and we will need someone to take over Lunch with LEIRA
 - iv. **Cathy** will work on it and keep it alive if nobody else can be located, but help will be needed at times.

8) New Business

- a. Appointments needed 2024

- i. Treasurer - Ilia Heath
 - ii. 1st VP – Erica Meeks
 - iii. Kirsty Jones makes a motion to appointment Ilia Heath and Erica Meeks to the LEIRA Board. Heather Ging seconds the motion. Motion passes to appointment Ilia Heath and Erica Meeks to the LEIRA Board.
 - iv. Due to Megan LeBlanc’s departure – a director needs to be appointed to finish out the 2023 term, and to serve for 2024. There are 3 candidates for appointment, Ashley Williams (Kennewick PD), Bonnie Voegele (UWPD), and Rebecca Hendricks (SS 911).
 - v. Discussion was held about the credentials of the applicants, the idea of getting as many people involved in as many roles as possible and adding an east side representative were discussed.
 - vi. Motion to appoint Ashley Williams of Kennewick PD to LEIRA Director by Kirsty Jones. Motion seconded by Lisa Edlin. Motion passed.
 - vii. Bonie Voegele of UWPD is interested in becoming Training Chair and will work with Cathy throughout the year to learn the position for possibly taking over.
- b. Sticker and/or Patch – Heather Ging
- i. Stickers would be a great idea to create for sale/swag
 - ii. Other swag ideas could include lapel pins, lanyards, etc.
 - iii. **Heather will work on designing stickers.**
- c. 2024 meeting schedule
- i. 2024 meeting schedule will continue to be the 4th Tuesday of every month 9am – 12pm.
 - ii.
- d. Membership Pricing
- i. Board discussed increasing price to \$75 – tabled until 2024
 - ii. Idea of different pricing for new member/renewal member – tabled until 2024
- e. Membership Renewals
- i. System should be set for renewals to go out on January 1 automatically. **Kirsty will verify the settings.**
 - ii. Admin users will need to be changed to members temporarily for that to work, **Cathy will work with Kirsty to make sure it is all set up.**
 - iii. **Cathy** will send a message before the new year about renewing and upcoming training opportunities.

9) Meeting Adjourned @ 1122



Law Enforcement Records and Information Association

Executive Board Meeting Agenda

Date	November 30, 2023	Online
Time	0900-1200	

Members in attendance:

<input type="checkbox"/>	President	Cathy Munoz	<input type="checkbox"/>	Past President	Kirsty Jones
<input type="checkbox"/>	1 st Vice President	Candice Mauracher		Advisory Positions	Members in attendance
<input type="checkbox"/>	2 nd Vice President	Amanda Towle	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith - Excused
<input type="checkbox"/>	Secretary	Heather Ging	<input type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input type="checkbox"/>	Treasurer	Ilia Heath	<input type="checkbox"/>	Committee Chair (Conference)	Rana Hoover
<input type="checkbox"/>	Director	Erica Meeks	<input type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input type="checkbox"/>	Director	Lisa Edlin	<input type="checkbox"/>	Committee Chair (Bylaws)	Cathy Munoz
<input type="checkbox"/>	Director	Megan LeBlanc - Excused	<input type="checkbox"/>	Committee Chair (Prop/Evidence)	Heather Ging

- 1) **Call to order – Cathy Munoz**
- 2) **Attendance – Cathy Munoz**
- 3) **Call for Additional Agenda Items – Cathy Munoz**
- 4) **Secretary Minutes – Heather Ging**
 - a. Approval of minutes from October 2023 meeting
- 5) **2023 Conference – Kirsty Jones**
 - a. Survey results
 - b. Final report
- 6) **Treasurer – Ilia Heath**
 - a. Final quarter report
 - b. Conference final costs

7) Old Business

- a. Committee updates
 - i. Legislative – Rebecca Hendricks
 1. Final quarter report
 - ii. Memberships – Kirsty Jones
 1. Final quarter report
 - iii. Training – Heather Ging
 1. Final quarter report
 2. CJTC Registration open for Law Enforcement Records Academy
 - a. March 11-15 at CJTC
 - b. September 9-13 at Kennewick PD
 3. 2024 Classes being advertised but not registered, etc:
 - a. Tracker Products/Evidence Management Institute I April at Kirkland – Kirsty Jones
 - b. IAPE for 2024 at Union Gap – Kirsty Jones
 - i. Best Practices September 10 and 11
 - ii. New Topics (formerly supervisor) September 12
 - c. Secondary Trauma/Leadership – m3-academy
 - i. 4 classes, we help locate hosts and advertise, they pay approximately \$100 for the help.
 - ii. Richland, Spokane, Lake Stevens, Clark County
 - iii. They create flyer, register, etc.
 - iv. Cost is \$175 per day of training
 4. Body Worn Cameras Everything but the Kitchen Sink – Kirsty Jones
 5. PRA Beginner and Advanced – Cathy Munoz
 - a. Beginner Online – March 27, 0900-1700
 - b. Beginner In Person – October 9, 0900-1700
 - c. Advanced In Person – October 10, 0900-1700
 6. Warrants and Orders – Kirsty Jones
 7. Records Management (full day online) – Megan LeBlanc
 8. Firearms Management (4 hrs, online)– Heather Ging
 9. Photography CSI (2 day, in person)– Heather Ging
 10. Evidence Retention (4 hours, online) - Heather Ging
 11. PRI for 2024 – Cathy Munoz
 - a. PRI will create flyers for all the trainings as well as a flyer showing the year’s trainings.
 - b. Releasing and Redacting LE Records – Feb. 29, 0800-1200 Online
 - i. They will charge us \$99 per person. Normal price is \$179.
 - ii. Only open to LEIRA
 - c. Property & Evidence and Digital Evidence Management – May 14
 - i. Online Session
 - ii. They will charge us \$179 per person. Normal price is \$279.
 - iii. They will also advertise and open it for non-LEIRA members.



Law Enforcement Records and Information Association

2023 Fall General Business Meeting Minutes

Date	October 3, 2023	Semiahmoo Resort, Blaine, WA
Time	1215-1315	

- 1) Call to order – Cathy Munoz @ 1217
- 2) Reminder to vote, it will close in just a few minutes.
- 3) Call for Additional Agenda Items – Cathy Munoz
- 4) Approval of November 2022 Minutes
 - a. Erica Meeks makes a motion to approve the November 2022 General Business Meeting Minutes. Kirsty Jones seconded the motion. Motion passes to approve the 2022 General Business Meeting Minutes.
- 5) Voting is now closed.
- 6) LEIRA Reports (written reports attached)
 - a. Treasurer Report – Ilia Heath
 - i. Accounts are good and healthy.
 - b. Membership Report - Kirsty Jones
 - i. 444 Current LEIRA Members
 - c. Bylaws Report – Cathy Munoz
 - d. Training Report - Heather Ging
 - e. Legislative Report – Rebecca Hendricks

- f. Heather Ging makes a motion to approve the 2023 LEIRA Treasurer, Membership, Bylaws, Training and Legislative reports. Patricia Pendry seconded the motion. Motion passes to approve the 2023 LEIRA Treasurer, Membership, Bylaws, Training and Legislative reports.

7) 2023 Election and Results – Kirsty Jones

- a. 2024 LEIRA President – Cathy Munoz
- b. 1st Vice President – Write ins will be contacted.
- c. 2nd Vice President – Lisa Edlin
- d. Secretary – Heather Ging
- e. 1st Director - Alexandra Copeland
- f. 3rd Director – Amanda Towle
- g. Treasurer – Write in will be contacted.

8) Meeting adjourned @ 1232



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	October 2 and 5, 2023	Semiahmoo Resort, Blaine, WA
Time	1300-1700	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 st Vice President	Candice Mauracher (Excused/Left for 2 nd Day)		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Amanda Towle	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith - EXCUSED
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input type="checkbox"/>	Treasurer	Ilia Heath (Excused/Missed 1 st Day)	<input checked="" type="checkbox"/>	Committee Chair (Conference)	Kirsty Jones
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input checked="" type="checkbox"/>	Committee Chair (Legislative)	Rebecca Hendricks
<input checked="" type="checkbox"/>	Director	Lisa Edlin	<input checked="" type="checkbox"/>	Committee Chair (Bylaws)	Cathy Munoz
<input checked="" type="checkbox"/>	Director	Megan LeBlanc	<input type="checkbox"/>	Committee Chair (Prop/Evidence)	

1) Call to order @ 1321 – Cathy Munoz

2) Attendance – Cathy Munoz

3) Call for Additional Agenda Items – Cathy Munoz

4) Secretary Minutes – Heather Ging

- a. Approval of minutes from September 2023 meeting
 - i. Kirsty Jones motions to approve September 2023 Meeting Minutes. Megan LeBlanc seconds the motion. Motion passes to approve September 2023 Meeting Minutes.

5) Conference preparation and assignments

6) General meeting preparation and assignments

7) Treasurer – Ilia Heath

- a. Reimbursements for conference
- b. Budget for 2024

8) Committee Assignments for 2024

- a. Heather Ging will be stepping down as Training Chair and will now be the Chair of Property/Evidence – Erica Meeks will assist with property evidence.
- b. Cathy Munoz will step down as Bylaw Committee Chair and Kirsty Jones will become Bylaws Committee Chair
- c. Kirsty Jones will be Membership Chair
- d. Cathy will temporarily stand in for Training Chair – Heather Ging will assist as needed
- e. Rebecca Hendricks will continue as Legislative Chair
- f. Rana Hoover will be the Conference Committee Chair for 2025
- g. Candice Mauracher will be the Conference Committee Chair for 2026

9) Break @ 1349

10) Called to Order @ 1416

11) Training – Heather Ging

- a. Tracker Products/Evidence Management Institute – Kirsty Jones
 - i. Planning for Kirkland to host as location – Heather will work with Kirkland to set up the location.
 - ii. Kirsty to ask EMI follow up questions
- b. PRI for 2024 – Cathy Munoz
 - i. Possible Classes –
 - Evidence as Records – Retention (possibly in person)
 - Records Redaction and Releasing
 - Criminal Law for Records Personnel
- c. IAPE for 2024 at Union Gap – Not LEIRA sponsored just advertised.
 - i. Best Practices September 10 and 11
 - ii. New Topics (formerly supervisor) September 12
- d. Body Worn Cameras
 - i. Would be an in person 8-hour training by our members.
 - ii. SnoCoSheriff in Marysville as possible location – Megan will see about location
 - iii. February/March Class
- e. PRA Beginner and Advanced
 - i. Cathy and Julie will do PRA Beginner again – two classes – one online and preferably one in person with Advanced on the 2nd day with Karen Horowitz
 - ii. Cathy will talk to Karen if still interested in teaching Advanced and if willing to do 2 sessions.

- f. Warrants and Orders
 - i. Kirsty would teach – does not teach how to enter – but how to read info/and what each thing is
 - ii. Online – 2-4 hours- May
- g. Records Management
 - i. Class to teach Archiving/WASPC transfers and requesting back from archives, Retention, Destruction, etc.
 - ii. Megan LeBlanc and Julie Ubert will teach. Cathy Munoz will assist behind the scenes.
- h. Evidence Management
 - i. Firearms – Online – Erica/Heather maybe teach or will work on someone to teach.
 - ii. CSI Photography – WSP maybe? If Heather can find contact.
- i. Wellness for Law Enforcement
 - i. Megan LeBlanc – Summer/Fall – Would be an all-day event/in-person – will see how Lake Steven’s event goes
- j. *Note – Pricing will be - \$125 for Member full day \$175/Non-Member. Half day online classes will be \$75/\$125.

12) Adjourned @ 1515 (will reconvene on October 5th, 2023)

13) Reconvened at @ 1310 on October 5th

- a. Candice Mauracher is not in attendance (excused)
- b. Rana Hoover is in attendance.
- c. Ilia Heath is in attendance (was excused on October 2nd)

14) Revisiting 2024 Budget that was tabled on October 2nd

- a. Megan LeBlanc makes a motion to approve the 2024 LEIRA Budget. Motion is seconded by Kirsty Jones. Motion passes to approve the 2024 LEIRA Budget.

15) Trainings (Continued) -

- a. Cathy setup training dates with PRI (Releasing and Redacting, Property & Evidence, Criminal Law) – PRI will make flyers.
 - i. Dates and classes are as follows:
 - Releasing and Redacting Law Enforcement Records
Date: February 29th, 2024, 8am-12pm
Online Session
\$99 per person – LEIRA members only exclusive pricing
Depending on interest – may possibly repeat in Nov/Dec
Instructor – Julie Ubert
 - Property & Evidence and Digital Evidence Management
Date: TBD – Planning for April
Online Session

\$179 for LEIRA Members. Open to other WA Personnel at regular price
LEIRA to register their members. We will post on our website to open
registration to others outside LEIRA
Instructor TBD

- Criminal Law vs. NIBRS: Accurate Coding of Offence Reports
Date: TBD – probably week of September 9-13
Online Session
\$179 per person – LEIRA members only exclusive course
Instructor TBD

- b. BWC will be set for March
- c. PRA in-person class will be in Lacey or somewhere in the area
- d. Evidence Retention – Erica and Heather – Online – Spring/Summer (maybe June?)
- e. WSP Photography Course – Heather
 - i. If possible - will be a limited # class held in person
 - ii. Cost maybe higher for registration since it is a specialty course (maybe \$250)
 - iii. Date TBD

16) Conference Lessons Learned – Kirsty Jones

- a. Conference ran efficiently (in comparison with past conferences)
- b. Overall good feedback, good trainers, good topics.
- c. Need to have people assigned to the registration desk along with times.
- d. Name tag information needs to be darker, so it is more visible.
- e. Auction items would be desirable for some.
- f. Need to not have set class breaks for vendor time, just leave that at the mealtimes.
- g. Instead of paying for food at receptions, buy beverage tickets.
- h. Dance parties are fun, but not networking events.
- i. Change Presidents Reception to Welcome Reception.
- j. All board members need to attend the functions for most of the function and the facility contact or their designee needs to be in attendance the entire function.
- k. Need to be mindful of people with mobility issues when setting up classrooms, food/beverage services.
- l. Proctor Captain needs the text/contact for the AV person.
- m. Board members prefer a stipend over meals being provided. It allows for more variety and meeting dietary restrictions/preferences. Too much food was wasted by trying to provide meals.

17) 2024 Elections – Kirsty Jones

- a. Motion to destroy ballots.
 - i. Cathy advised she has already reached out to all of the write in candidates via email, regardless of any prior verbal conversations.
 - ii. Erica Meeks makes a motion to destroy the ballots. Lisa Edlin seconded the motion. Motion passes to destroy the 2024 Ballots.

18) Other Business

- a. Next E-board Meeting is in November – Will schedule 2024 E-board meetings at this meeting

19) Meeting Adjourned @ 1457

LEIRA 2023 Conference Committee Report

Summary

The 2023 Training Conference was held October 3-5 at Semiahmoo Resort in Blaine, WA. Blaine Police Department and Whatcom County Sheriff's Office co-hosted. The committee was responsible for overall planning and execution of the conference with support from the LEIRA Executive Board. This included researching and selecting a venue, developing training tracks and recruiting instructors, developing a budget, coordinating with the venue for catering and AV needs, promoting the conference, processing registrations and payments, recruiting sponsors, planning ceremonies and receptions, putting together swag bags, preparing signage, and staffing the event.

Committee Members

- Amy Ebenal, Blaine PD
- Cathy Munoz, City of Cheney
- Dawn Castle, Lynden PD
- Kirsty Jones, Whatcom Co SO
- Hannah Zabel, Whatcom Co SO
- Alexandra Copeland, Bellingham PD
- Candice Mauracher, Pierce County SO (former chair)
- Karen James, Lummi Nation PD
- Stephanie Scott, Western Washington Uni PD
- Lisa Edlin, Oak Harbor PD
- Danielle Burnett-Roberts, Tukwila PD
- Chris Leyda, Snohomish County SO (retired)
- Heather Ging, Kirkland PD
- Josh Rees, Sequim PD (former chair)

Meetings

Initial planning started in 2020 with site visits when the plan was for a fall 2021 conference. COVID put that plan on hold, so the conference was postponed to fall 2023. Planning started up again in June 2021 with planning sessions held in August 2021 and April 2022. A call for committee members was sent to all members in March 2022 with the first committee meeting held in May 2022. The committee meet every other month through the end of 2022 and then met 14 times in 2023. Meetings were mostly held online with two meetings in person at Semiahmoo Resort. Meeting minutes were taken and will be posted to the main LEIRA website.

Budget

The initial contract with Semiahmoo was signed on 11/18/21 with a non-refundable deposit of \$43,498. It outlined the minimums for food and beverage, audiovisual services, and guest room revenue along with facility fees. In order to avoid having to pre-pay for the event, LEIRA applied for direct billing through Semiahmoo which, if approved, would allow LEIRA to pay the balance within 30 days receipt. Direct billing was initially approved in November 2021, but Semiahmoo's policy required that LEIRA be approved within 12 months of the event. LEIRA re-applied and was approved in July 2023.

LEIRA 2023 Conference Committee Report

A proposed budget was developed based on the actual costs of the 2019 training conference. Revenues were initially estimated at \$88,750 based on \$10,000 in sponsorships and 175 attendees paying a registration fee of \$450 each. Expenses were estimated at \$85,150 assuming no room attrition and required minimums for audio-visual services (\$5,000) and catering (\$48,000 before tax and facility fee).

In late July 2023, the Eboard agreed to release 10% of the contracted guest rooms per the contract. This lessened the total amount of guest room revenue that was guaranteed thereby reducing LEIRA's liability and chance of incurring fees due to room attrition.

As of September 12, actual revenues were \$98,425 including \$10,200 in cash donations. Actual expenses were \$106,693. While most sub-categories were within budget, the audio-visual services ended up being almost five times what was initially budgeted. In addition, one local instructor had to pull out due to health issues; three additional instructors were recruited to cover the classes, and two of those were from out of state which increased travel costs.

The final bill from Semiahmoo included \$24,373.38 for audiovisual services/equipment, \$66,052.91 for food/beverage, and \$12,028.36 for rooms for a total of \$102,454.65, minus the deposit of \$43,498.00 from November 2021. No fees were incurred due to room attrition.

Costs

Member Pricing

- Full conference, early-bird - \$400
- Full conference, regular - \$450
- Single day (October 3 or 4) - \$200
- Half-day (October 5) - \$100
- Extra ticket to evening social - \$25

Non-Member Pricing

- Full conference, early-bird - \$450
- Full conference, regular - \$500
- Single day (October 3 or 4) - \$250
- Half-day (October 5) - \$150
- Extra ticket to evening social - \$25

The conference fee included a swag bag, all training, 3 breakfasts (October 3, 4, 5), 2 lunches (October 3, 4), and two evening receptions with light hors d'oeuvres (October 3, 4).

Rooms at Semiahmoo Resort were available to book starting in April 2023 through September 1 for a discounted conference rate of \$199 per night plus a reduced nightly resort fee of \$15 (exclusive of taxes).

Sponsors

Sponsorships were offered at four levels (Bronze, Silver, Gold, and Platinum) ranging from \$500-\$2,000. Over 40 potential sponsors were contacted with a total of 11 sponsors contributing \$11,200 in cash plus over \$10,000 in in-kind donations. The following sponsors contributed:

LEIRA 2023 Conference Committee Report

- PRI (\$2,000)
- Veritone (\$2,000)
- FileOnQ, Inc. (\$1500 + \$500 in-kind)
- WCIA (speaker fees in-kind)
- WCRP (speaker fees in-kind)
- Authentic Development (\$9000 in-kind)
- Tracker Products (\$1500)
- Tyler Technologies (\$1500)
- Public Safety Testing (\$500)
- Walmart (\$200)

All sponsors were recognized at the conference through a Powerpoint presentation, with Platinum sponsors (\$2000 and above) receiving plaques and a brief speaking engagement. Depending on the level of sponsorship, sponsors also received the registration list and LEIRA member directory.

Training

Three training tracks were offered in Records Management, Property/Evidence, and Leadership Development. Registrants chose their classes at registration and were not required to stick to one track. The following courses were offered:

- Leadership Development Track
 - Workplace Civility
 - Building Your Leadership Toolbox
 - Preparing for PRA Litigation
 - Leadership and Accountability in Law Enforcement Support Services
 - Employee Evaluations, Coaching, & Counseling
 - Resolving Conflicts & Managing Difficult Conversations Employment Solutions
- Property/Evidence Track
 - Property and Evidence Management: 101 - Back to Basics
 - Evidence Best Practices Panel
 - Evidence Retention/Disposition
 - Accreditation, Audits, & Inventories for Evidence
 - Property/Evidence Packaging
- Records Track
 - Disaster Preparedness/Recovery
 - Managing LE Records for the Future
 - BWC Best Practices Panel
 - PRA Expert Panel
 - Sealing/Expunging Records
 - Accreditation & Audits for Records

Instructors were recruited from LEIRA membership and previous instructors or LEIRA partners. Many volunteered their time. If a speaking fee was charged, it was often covered by a sponsor. Instructors received a gift bag and thank you card and were invited to attend meals the day(s) they were teaching. Those traveling from out of town also received reimbursement for mileage and a one-night stay at Semiahmoo. One instructor had to withdraw due to medical reasons. Replacement instructors were

LEIRA 2023 Conference Committee Report

eventually recruited through networking, although two of them were from out of state. The following instructors taught at the conference:

- Michelle Bennett - M3 Academy
- Mike Sommerfeld - Pierce County Prosecutor's Office
- Jeffrey Beazizo - Lake Stevens PD
- Janet May - Sound Employment Solutions
- Shannon Turner - FileOnQ
- Heather Ging- Kirkland PD
- Emily Cain - Battle Ground PD
- Erica Meeks - Lakewood PD
- Ed Cloughton - PRI
- David Doll - WASPC
- Kirsty Jones - Whatcom County Sheriff's Office
- Amity Locken - WSP
- Chris Astrella - HeyGov
- Matt Brown - Oregon Secretary of State's Office
- John Gargett - Whatcom County Sheriff's Office
- Morgan Damerow - Attorney General's Office
- Mike Smith - City of Tacoma
- Mandi Caldwell - Whatcom County Sheriff's Office
- Jeanne Johnson Jacobs - Everett PD
- Julie Ubert - Lake Stevens PD
- Cathy Munoz - City of Cheney

Class sizes were limited by the size of the classrooms. Class caps were put in place during the registration process to prevent classes from being too big. This worked well in theory, but in practice attendees went to whichever classes they wanted to and just signed the sign-in sheet. There were quite a few agency substitutions where the actual attendee had different job duties than the original registrant and therefore wanted to attend different classes.

LEIRA received many emails just prior to the conference from people asking what classes they had registered for. Even though registrants were warned during the registration process to print a copy of their registration for their records, many didn't or were registered by someone else.

Pre-approvals were sought from a variety of records management professional organizations (WAPRO, AIIM, ARMA, ICRM, and NAGARA) for a variety of classes. Four organizations provided pre-approval codes before the conference, one provided codes after the conference, and one never responded to the request for pre-approval. Only three courses, all in the Evidence track, were not approved for any credits. Pre-approval codes were included on the certificates.

Certificates

The committee decided to issue electronic certificates after the conference instead of having paper copies at the conference. This was to alleviate the amount of paper used, make the class proctor job easier, and prevent people taking blank certificates for someone else. Attendees were provided with a

LEIRA 2023 Conference Committee Report

certificate for each class they attended. Attendance was based on the class sign in sheets and not registration. Memberclicks does not have a certificate feature (at least, not that LEIRA currently pays for), and it was decided that entering every single person into GoToWebinar just for the purposes of certificate creation was too much. Two committee members volunteered to create the certificates by hand in MS Word and then upload them to OneDrive. This process was tedious and riddled with errors. Some people didn't sign in, some people signed their name on the line for the name of the person they were substituting for, and others were unreadable. Updating the Excel spreadsheets produced by Memberclicks with the data from the sign-in sheets could then be used with the Word mail merge feature to produce more accurate certificates in much less time.

Handouts

Instructors were asked to provide any materials/handouts to LEIRA by mid-September so that they could be posted online. Registrants were granted access to all course materials regardless of which courses they had signed up for. However, since only registrants needed access, the handouts were not posted to the main LEIRA website but instead hosted in OneDrive with a link sent out to registrants. No hard copies of handouts were provided at the conference.

Some instructors provided their materials and/or additional handouts after the conference. OneDrive was updated and another link sent out to participants.

Registration

Registration was open to both members and non-members. Early-bird registration was available 3/30/23-5/31/23. Regular pricing was available 6/1/23-9/1/23. Agency swaps and cancellations were allowed until 9/1/23 with restrictions on refunds.

All registration was done online through LEIRA's Memberclicks website. Registrants had the option of paying online immediately via debit/credit card or receiving an invoice for their agency to pay later by check.

A total of 228 people registered, with 223 expected to attend after cancellations. A number of cancellations were received at the last-minute. It was helpful to have a policy in place regarding refunds, and this policy was enforced. Eight cancellations were recorded in MC, although one person showed up after cancelling. An additional person showed up to the conference claiming to have registered, but no registration records could be found. They were invoiced after the fact.

Nametags were created for each attendee. This was a tedious and time-consuming process as each person's name, agency, and class schedule had to be manually entered into the template. Perhaps a mail merge process could be used next time. While beautiful, the finished nametag was difficult to read due to the small font size, a comment that was echoed in the survey results.

At the check-in desk, the name tags were in alphabetical order by first name which was confusing for many attendees who assumed it was alphabetical by last name. The sorted nametags were divided in half, but this was not very efficient for retrieving a name. It would have been easier to have the name tags stacked in a box with letter dividers to stop them from sticking to each other. More blank nametags were needed as the nametags were created before some of the cancellations or swaps were received.

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Scholarship

Per LEIRA's bylaws, one scholarship for the conference registration fee and lodging costs was awarded to a member. Applications were due April 21, 2023, and nine applications were received. Applications were reviewed by the Eboard, ranked, and voted on. The Eboard agreed that better written guidelines (a rubric) need to be developed for fair evaluation of scholarship applications.

Post-Conference Survey Results

An online survey was made available to participants on the last day of the conference via a QR code; the code was also emailed to all attendees after the conference. The survey was brief (10 questions), and specifically asked about the conference experience in general. It had been previously decided by the committee that surveys would not be conducted for each individual class due to the effort involved. Thirty-seven survey responses were received which are summarized below. The full survey results were saved to OneDrive.

1. How would you rate the conference overall (1-5)? 4.27
2. How would you rate the value of the conference versus the cost (1-5)? 4.11
3. What was your favorite session? Why?
 - a. Chief Beazizo – lots of positive comments
 - b. Michelle Bennet – lots of positive comments
 - c. Accreditation and Audits.
 - d. Shannon Turner...I needed every bit of this to take back to my agency
 - e. Preparing for litigation
 - f. Property & Evidence Management 101
 - g. Evidence & Retention
 - h. Sealing and Expunging records
 - i. Managing Law Enforcement Records for the Future
 - j. BWC Lessons Learned and the PRA
 - k. BWC Best Practices Panel
 - l. PRA Expert Panel
4. What was your least favorite session? Why?
 - a. Preparing for litigation
 - b. Workplace civility
 - c. Leadership and accountability in LE services
 - d. Managing Law Enforcement Records for the Future
 - e. PRA Experts Panel
 - f. BWC Lessons Learned: PRA
 - g. Disaster Preparedness and Recovery
 - h. Evidence accreditation session
 - i. Employee Evaluation, Coaching, and Counseling
5. Do you have any suggestions for future locations/venues?
 - a. South of King County
 - b. Bellingham
 - c. Richland
 - d. Chelan

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- e. Walla Walla
 - f. San Juans
 - g. Kennewick
 - h. Great Wolf Lodge (Grand Mound)
 - i. Cedar brook lodge (Seatac)
 - j. Sun Mountain Lodge (Winthrop)
 - k. Suncadia Resort (Cle Elum)
 - l. CWU (Kittitas)
6. Are there any specific topics or speakers you'd like to see at the next conference?
- a. Bring back Michelle Bennett, Morgan Damerow, Mandi Caldwell, Mike Smith
 - b. Continue classes on leadership, public disclosure, accreditation, evidence and BWC
 - c. Back to basics records class
 - d. Emotional intelligence
 - e. Wellness & self-care
 - f. PRA - Personnel files, background files, medical files, worker's comp files, email search review
 - g. Court orders
 - h. ACCESS
 - i. CIT
 - j. Emotional trauma class
 - k. Juveniles
 - l. How to have difficult conversations with your supervisor; what to do when you are feeling gaslighted or blindsided by your boss
 - m. Dave Ponozzo (a current leader at Grant County PUD, and former Undersheriff, Grant County Sheriff's Office)
 - n. Records retention
 - o. Have both beginning and advanced tracks
7. Did you visit any of the vendors/informational booths on site? Yes 25 / No 11
8. Would you recommend future LEIRA events/conferences to colleagues? Yes 32 / No 0 / Maybe 4
9. Any other comments?
- a. Display gift baskets so we have ideas for next time.
 - b. Bigger font on nametags
 - c. Include tables in every classroom
 - d. No prayer at opening ceremony
 - e. 3-hour sessions were too long
 - f. More networking events or organized activities available like a wellness walk
 - g. Prefer a 1/2 day Mon, full day Tues, full day Wed, and 1/2 day Thurs
 - h. Morning/afternoon snacks
 - i. Wish there would have been water/coffee available closer to smaller classrooms
 - j. More break-out sessions in groups
10. If you would like to volunteer for future conferences, please include your name and email address below.

Challenge Coins

Three challenge coins were available at the conference – the new general LEIRA coin, a conference coin, and a special, limited-edition coin (only 50 available). Coins were allocated based on role and distributed

LEIRA 2023 Conference Committee Report

in swag bags and instructor gift bags. Additional coins were available for purchase at the registration desk. Coins were one for \$20, two for \$30, or \$25 each for the limited-edition coins. LEIRA was only able to accept cash, but coin sales were quite brisk. It is recommended to continue coin sales at the next conference, although the ability to take electronic payments would be helpful.

New for 2023

- Online registration and payment
- Pre-conference survey
- Handouts distributed electronically pre-conference
- Post-conference surveys available electronically
- Certificates distributed electronically
- Conference challenge coin
- Printer on site

Recommendations

- Develop scoring rubric for scholarship applications
- Continue coin sales and consider additional LEIRA swag like t-shirts or sweatshirts
- Include class choices in registration confirmation
- Use mail merge for certificates and nametags
- Larger font size for name and agency name on nametags
- Have tables and chairs in all classrooms
- Include snack breaks in food/beverage order



LEIRA
Treasurer's Report
Bank Balances as of 11/28/23

Checking	\$71,450.60
<u>Savings</u>	<u>\$40,393.05</u>
Total	\$111,843.65

LEIRA

Statement of Activity

September 22 - November 28, 2023

	TOTAL
Revenue	
Conference-Fall	2,600.21
Earned Interest	1.33
Membership	100.00
Total Revenue	\$2,701.54
GROSS PROFIT	\$2,701.54
Expenditures	
Conference Expenses	63,580.41
Credit Card Payments Fees	79.28
Legislative	75.00
Presidents Expense	739.64
Total Expenditures	\$64,474.33
NET OPERATING REVENUE	\$ -61,772.79
NET REVENUE	\$ -61,772.79

LEIRA

Budget vs. Actuals: 2023 Budget - FY23 P&L

September 22 - November 28, 2023

	SEP 22-30, 2023			OCT 2023			NOV 1-28, 2023			TOTAL		
	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET	ACTUAL	BUDGET	% OF BUDGET
Revenue												
Conference-Fall	1,600.00			955.00			45.21			\$2,600.21	\$0.00	0.00%
Earned Interest	0.63			0.70						\$1.33	\$0.00	0.00%
Membership	50.00			50.00						\$100.00	\$0.00	0.00%
Total Revenue	\$1,650.63	\$0.00	0.00%	\$1,005.70	\$0.00	0.00%	\$45.21	\$0.00	0.00%	\$2,701.54	\$0.00	0.00%
GROSS PROFIT	\$1,650.63	\$0.00	0.00%	\$1,005.70	\$0.00	0.00%	\$45.21	\$0.00	0.00%	\$2,701.54	\$0.00	0.00%
Expenditures												
Awards and Plaques					12.50			12.50		\$0.00	\$25.00	0.00%
Capital Outlay					4.17			4.17		\$0.00	\$8.34	0.00%
Conference Expenses	189.31			4,208.03	7,416.67	56.74 %	59,183.07	7,416.67	797.97 %	\$63,580.41	\$14,833.34	428.63 %
Conference Committee					333.33			333.33		\$0.00	\$666.66	0.00%
Total Conference Expenses	189.31			4,208.03	7,750.00	54.30 %	59,183.07	7,750.00	763.65 %	\$63,580.41	\$15,500.00	410.20 %
Conference Future					3,333.33			3,333.33		\$0.00	\$6,666.66	0.00%
Credit Card Payments Fees				61.66	291.67	21.14 %	17.62	291.67	6.04 %	\$79.28	\$583.34	13.59 %
Executive Board					833.33			833.33		\$0.00	\$1,666.66	0.00%
Legislative					6.25		75.00	6.25	1,200.00 %	\$75.00	\$12.50	600.00 %
Membership Promotions					16.67			16.67		\$0.00	\$33.34	0.00%
Miscellaneous Expenses					250.00			250.00		\$0.00	\$500.00	0.00%
Office Supplies					16.67			16.67		\$0.00	\$33.34	0.00%
Presidents Expense					416.67		739.64	416.67	177.51 %	\$739.64	\$833.34	88.76 %
Professional Services fees					1,000.00			1,000.00		\$0.00	\$2,000.00	0.00%
Regional Trainings					416.67			416.67		\$0.00	\$833.34	0.00%
Scholarship					50.00			50.00		\$0.00	\$100.00	0.00%
Total Expenditures	\$189.31	\$0.00	0.00%	\$4,269.69	\$14,397.93	29.65 %	\$60,015.33	\$14,397.93	416.83 %	\$64,474.33	\$28,795.86	223.90 %
NET OPERATING REVENUE	\$1,461.32	\$0.00	0.00%	\$ -3,263.99	\$ -14,397.93	22.67 %	\$ -59,970.12	\$ -14,397.93	416.52 %	\$ -61,772.79	\$ -28,795.86	214.52 %
NET REVENUE	\$1,461.32	\$0.00	0.00%	\$ -3,263.99	\$ -14,397.93	22.67 %	\$ -59,970.12	\$ -14,397.93	416.52 %	\$ -61,772.79	\$ -28,795.86	214.52 %

LEIRA

Statement of Activity

January 1 - November 28, 2023

	TOTAL
Revenue	
Conference-Fall	98,609.07
Earned Interest	6.66
Membership	20,785.00
Regional Training	
03 Reg Trng-Mar	3,600.00
05 Reg Trng-May	8,830.00
07 Reg Trng-Jul	4,050.00
12 Reg Trng-Dec	270.00
Total Regional Training	16,750.00
Total Revenue	\$136,150.73
GROSS PROFIT	\$136,150.73
Expenditures	
Awards and Plaques	101.11
Conference Expenses	68,822.78
Credit Card Payments Fees	3,955.32
Executive Board	-5,098.24
Legislative	75.00
Presidents Expense	2,522.53
Professional Services fees	10,027.42
Regional Trainings	
07 Regional Training-Jul	300.00
Total Regional Trainings	300.00
Total Expenditures	\$80,705.92
NET OPERATING REVENUE	\$55,444.81
NET REVENUE	\$55,444.81

LEIRA
Budget vs. Actuals: 2023 Budget - FY23 P&L
 January 1 - November 28, 2023

	JAN 2023		FEB 2023		MAR 2023		APR 2023		MAY 2023		JUN 2023		JUL 2023		AUG 2023		SEP 2023		OCT 2023		NOV 1-28, 2023		TOTAL				
	ACTUAL	BUDGET	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	OVER BUDGET	ACTUAL	BUDGET	OVER BUDGET	
Revenue																											
Conference-Fall																											
Earned Interest	0.70		0.70	0.61		0.61		0.61	0.72		0.65	0.68		0.68	0.68		0.63	0.70		0.70		0.70		0.66	0.00		
Membership	11,485.00		11,485.00	3,850.00		3,850.00	800.00		800.00	1,550.00		1,550.00	1,450.00		1,450.00	650.00		650.00	450.00		450.00		350.00	150.00		50.00	
Regional Training																											
03 Reg Trng-Mar				2,825.00		2,825.00	775.00		775.00																		
05 Reg Trng-May				405.00		405.00	2,175.00		2,175.00	3,125.00		3,125.00	1,950.00		1,950.00	75.00		75.00									
07 Reg Trng-Jul				100.00		100.00							1,750.00		1,750.00	500.00		500.00									
12 Reg Trng-Dec	270.00		270.00																								
Total Regional Training	270.00		270.00	3,330.00		3,330.00	2,950.00		2,950.00	3,125.00		3,125.00	3,700.00		3,700.00	1,575.00		1,575.00	500.00		500.00		1,100.00	200.00		200.00	
Total Revenue	\$11,755.70	\$0.00	\$11,755.70	\$7,180.61	\$0.00	\$7,180.61	\$5,750.68	\$0.00	\$5,750.68	\$32,325.61	\$0.00	\$32,325.61	\$38,000.72	\$0.00	\$38,000.72	\$17,075.65	\$0.00	\$17,075.65	\$6,725.68	\$0.00	\$6,725.68	\$10,850.68	\$0.00	\$10,850.68	\$5,434.49	\$0.00	\$5,434.49
GROSS PROFIT	\$11,755.70	\$0.00	\$11,755.70	\$7,180.61	\$0.00	\$7,180.61	\$5,750.68	\$0.00	\$5,750.68	\$32,325.61	\$0.00	\$32,325.61	\$38,000.72	\$0.00	\$38,000.72	\$17,075.65	\$0.00	\$17,075.65	\$6,725.68	\$0.00	\$6,725.68	\$10,850.68	\$0.00	\$10,850.68	\$5,434.49	\$0.00	\$5,434.49
Expenditures																											
Awards and Plaques	12.50		-12.50	12.50		-12.50	101.11		88.61	12.50		-12.50	12.50		-12.50	12.50		-12.50	12.50		-12.50	12.50		-12.50	12.50		-12.50
Capital Outlay	4.17		-4.17	4.17		-4.17			4.17	4.17		-4.17	4.17		-4.17	4.17		-4.17	4.17		-4.17	4.17		-4.17	4.17		-4.17
Conference Expenses	7,416.67		-7,416.67	7,416.67		-7,416.67	7,416.67		-7,416.67	387.10		7,416.67	-7,029.57		7,416.67	-7,416.67		7,416.67	887.33		7,416.67	-6,529.34		399.94	7,416.67		-7,016.73
Conference Committee	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33	333.33		-333.33
Total Conference Expenses	7,750.00		-7,750.00	7,750.00		-7,750.00	7,750.00		-7,750.00	387.10		7,750.00	-7,362.90		7,750.00	-7,750.00		7,750.00	887.33		7,750.00	-6,862.67		399.94	7,750.00		-7,350.06
Conference Future	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33	3,333.33		-3,333.33
Credit Card Payments Fees	16.95		291.67	-274.72		390.31	291.67		98.64	173.96		291.67	291.67		-117.71	201.11		291.67	291.67		-90.56	969.76		291.67	678.09		1,008.73
Executive Board	-5,197.77		833.33	-6,031.10		99.53	833.33		-733.80	833.33		-833.33	833.33		-833.33	833.33		-833.33	833.33		-833.33	833.33		-833.33	833.33		-833.33
Legislative	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25	6.25		-6.25
Membership Promotions	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67
Miscellaneous Expenses	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00	250.00		-250.00
Office Supplies	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67	16.67		-16.67
Presidents Expense	416.67		-416.67	416.67		-416.67	416.67		-416.67	475.00		416.67	58.33		503.01	416.67		-416.67	86.34		804.88	416.67		-416.67	388.21		503.01
Professional Services fees	20.00		1,000.00	-980.00		1,000.00	2,641.13		1,641.13	473.92		1,000.00	-526.08		155.72	1,000.00		-844.28	5,665.49		1,000.00	4,665.49		971.16	1,000.00		-28.84
Regional Trainings	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67
07 Regional Training-Jul																											
Total Regional Trainings	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67	416.67		-416.67
Scholarship	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00	50.00		-50.00
Total Expenditures	\$ -5,160.82	\$14,397.93	\$ -19,558.75	\$489.84	\$14,397.93	\$ -13,908.09	\$2,916.20	\$14,397.93	\$ -11,481.73	\$1,557.13	\$14,397.93	\$ -12,860.80	\$1,628.49	\$ -14,397.93	\$ -12,788.44	\$7,569.10	\$ -6,828.83	\$2,286.42	\$14,397.93	\$ -12,111.51	\$823.19	\$ -13,774.74	\$4,531.35	\$14,397.93	\$ -9,866.58	\$4,269.69	\$14,397.93
NET OPERATING REVENUE	\$16,916.52	\$ -14,397.93	\$31,314.45	\$6,680.77	\$ -14,397.93	\$21,088.70	\$2,834.48	\$ -14,397.93	\$17,232.41	\$30,788.48	\$ -14,397.93	\$45,186.41	\$36,372.23	\$ -14,397.93	\$50,770.16	\$9,506.55	\$ -14,397.93	\$23,904.48	\$4,439.26	\$ -14,397.93	\$18,837.19	\$10,227.49	\$ -14,397.93	\$24,625.42	\$903.14	\$ -14,397.93	\$15,301.07
NET REVENUE	\$16,916.52	\$ -14,397.93	\$31,314.45	\$6,680.77	\$ -14,397.93	\$21,088.70	\$2,834.48	\$ -14,397.93	\$17,232.41	\$30,788.48	\$ -14,397.93	\$45,186.41	\$36,372.23	\$ -14,397.93	\$50,770.16	\$9,506.55	\$ -14,397.93	\$23,904.48	\$4,439.26	\$ -14,397.93	\$18,837.19	\$10,227.49	\$ -14,397.93	\$24,625.42	\$903.14	\$ -14,397.93	\$15,301.07



LEIRA

Conference Report:

Total Revenue for 2023 including classes and membership: \$136,150.73.

Total Revenue from just the conference registration and sponsors: \$98,609.07

Total cost of the conference: \$108,752.78

TC: \$108,752.78

TR: 98,609.07

Total Loss: \$10,143.71 *

**This is accounting for the sponsors payments also.*

LEIRA

Statement of Activity % of Total Revenue

January 1 - November 28, 2023

	TOTAL	
	JAN 1 - NOV 28, 2023	% OF REVENUE
Revenue		
Conference-Fall	98,609.07	72.43 %
Earned Interest	6.66	0.00 %
Membership	20,785.00	15.27 %
Regional Training		
03 Reg Trng-Mar	3,600.00	2.64 %
05 Reg Trng-May	8,830.00	6.49 %
07 Reg Trng-Jul	4,050.00	2.97 %
12 Reg Trng-Dec	270.00	0.20 %
Total Regional Training	16,750.00	12.30 %
Total Revenue	\$136,150.73	100.00 %
GROSS PROFIT	\$136,150.73	100.00 %
Expenditures		
Awards and Plaques	101.11	0.07 %
Conference Expenses	68,822.78	50.55 %
Credit Card Payments Fees	3,955.32	2.91 %
Executive Board	-5,098.24	-3.74 %
Legislative	75.00	0.06 %
Presidents Expense	2,522.53	1.85 %
Professional Services fees	10,027.42	7.36 %
Regional Trainings		
07 Regional Training-Jul	300.00	0.22 %
Total Regional Trainings	300.00	0.22 %
Total Expenditures	\$80,705.92	59.28 %
NET OPERATING REVENUE	\$55,444.81	40.72 %
NET REVENUE	\$55,444.81	40.72 %

LEIRA

Transaction Report

January 2021 - December 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
Conference Future							
11/23/2021	Check	4921	Semiahmoo Resort	Chk #4921- Deposit for 2023 LEIRA Conference	Conference Future	Business Checking	-43,498.00
Total for Conference Future							\$ -43,498.00
TOTAL							\$ -43,498.00

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Transaction Report

January 1 - November 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
Conference Expenses							
04/27/2023	Expenditure		Glitter Rocks by Laurie	Glitter Rocks for Fall 2023 Conference Swag Bags	Conference Expenses	Business Checking	-387.10
07/17/2023	Check	4961	Heather Ging	Heather Ging- Reimbursement for LEIRA Conference Supplies	Conference Expenses	Business Checking	-66.80
07/19/2023	Check	4954	Kirsty Jones	Kirsty Jones- Reimbursement for Conference Supplies	Conference Expenses	Business Checking	-723.75
07/28/2023	Expenditure		Glitter Rocks by Laurie	Glitter Rocks Order for the Fall Conference- 50 rocks- Swag Bag	Conference Expenses	Business Checking	-96.78
08/28/2023	Check	4964	Dawn Castle	Check #4964- Reimbursement for Fall Conference Supplies	Conference Expenses	Business Checking	-399.94
09/22/2023	Expenditure		Bay Engraving	Bay Engraving- Plaques for the Fall Conference	Conference Expenses	Business Checking	-189.31
10/05/2023	Check	4976	Heather Ging	Check #4976- Heather Ging Per Diem for Fall Conference	Conference Expenses	Business Checking	-111.22
10/05/2023	Check	4977	Ilia Heath	Check #4977- Ilia Heath Per Diem for Fall Conference	Conference Expenses	Business Checking	-147.84
10/09/2023	Check	4974	Amanada Towle	Check #4974- Amanda Towle Per Diem for Fall Conference	Conference Expenses	Business Checking	-350.88
10/09/2023	Check	4972	Lisa Eldin	Check #4972- Lisa Edlin Per Diem for Fall Conference	Conference Expenses	Business Checking	-128.18
10/10/2023	Check	4975	Cathy Munoz	Check #4975- Cathy Munoz Per Diem for Fall Conference	Conference Expenses	Business Checking	-583.64
10/10/2023	Check	4969	False Sense of Security LLC	Check #4969- False Sense of Security LLC Band Payment for 80s Dance Party	Conference Expenses	Business Checking	-600.00
10/12/2023	Check	4973	Megan LeBlanc	Check #4973- Megan LeBlanc Per Diem for Fall Conference	Conference Expenses	Business Checking	-117.90
10/15/2023	Check	4971	Kirsty Jones	Check #4971- Kirsty Jones Reimbursement for Conference Signs	Conference Expenses	Business Checking	-159.94
10/16/2023	Check	4979	Michael Smith	Check #4979- Michael Smith Per Diem- LEIRA Instructor Fall Conference	Conference Expenses	Business Checking	-241.44
10/16/2023	Check	4970	Erica Meeks	Check #4970- Erica Meeks Per Diem for Fall Conference	Conference Expenses	Business Checking	-229.05
10/18/2023	Check	4978	Chris Astrella	Check #4978- Chris Astrella Per Diem- LEIRA Instructor- Fall Conference	Conference Expenses	Business Checking	-1,452.97
10/23/2023	Check	4966	Kirsty Jones	Check #4966- Kirsty Jones reimbursement for Office Supplies	Conference Expenses	Business Checking	-84.97
11/16/2023	Expenditure		Semiahmoo Resort	Final Semiahmoo Payment for the Fall LEIRA Conference	Conference Expenses	Business Checking	-58,956.65
11/21/2023	Check	4982	Michael Sommerfeld	Check #4982- Michael Sommerfeld Per Diem- Conference Instructor	Conference Expenses	Business Checking	-226.42
Total for Conference Expenses							\$ -65,254.78
TOTAL							\$ -65,254.78

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Transaction Report

January 1 - November 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
Conference-Fall							
03/28/2023	Deposit	1	PRI Management Group	Check payment #2032 for Invoice 2600	Conference-Fall	Business Checking	2,000.00
04/03/2023	Deposit			Invoice 2689- Tanya Poole	Conference-Fall	Business Checking	250.00
04/03/2023	Deposit			Invoice 2693- Elizabeth Kallstrom	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2694- Heather Van Paepeghem	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2664- Joann Sloss	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2665- Lindsey Jewett	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2667- Mandi Caldwell	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2680- Hannah Zabel	Conference-Fall	Business Checking	200.00
04/03/2023	Deposit			Invoice 2682- Kelly Valum	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2685- Kimberly McDermott	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2687- Katie Ingram	Conference-Fall	Business Checking	400.00
04/03/2023	Deposit			Invoice 2689- Wendy Tarkon	Conference-Fall	Business Checking	250.00
04/05/2023	Deposit			Invoice 2691- Lesley Hetzler	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2713- Michelle Iscihashi	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2712- Jennifer Cooper	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2710- Katie Sultemeier	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2708- Barbara Burns	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2703- Kelly Eisenhood	Conference-Fall	Business Checking	400.00
04/05/2023	Deposit			Invoice 2707- Taylor Beck	Conference-Fall	Business Checking	400.00
04/07/2023	Deposit			Invoice 2724- Bonnie Voegele	Conference-Fall	Business Checking	400.00
04/07/2023	Deposit			Invoice 2727- Alexandra Ehler	Conference-Fall	Business Checking	400.00
04/10/2023	Deposit			Invoice 2731- Debra VanWieringen	Conference-Fall	Business Checking	400.00
04/10/2023	Deposit			Invoice 2740- Tammy Bliss	Conference-Fall	Business Checking	400.00
04/10/2023	Deposit			Invoice 2734- Tonya Todd	Conference-Fall	Business Checking	450.00
04/12/2023	Deposit		Auburn Police Department	Invoice 2746- Shalyn Chavez	Conference-Fall	Business Checking	400.00
04/12/2023	Deposit		Auburn Police Department	Invoice 2745- Rebecca Wood	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2756- Debbie Wharton	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2758- Anna Moritz	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2759- Michelle Robison	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2761- Sheena Ohl	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2763- Tonya Steele	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2766- Amy Hillard	Conference-Fall	Business Checking	400.00
04/13/2023	Deposit			Invoice 2765- Jaynie Granger	Conference-Fall	Business Checking	400.00
04/14/2023	Deposit			Invoice 2768- Kelli Ewald	Conference-Fall	Business Checking	400.00
04/14/2023	Deposit			Invoice 2767- Jennifer Bilow	Conference-Fall	Business Checking	400.00
04/14/2023	Deposit			Invoice 2770- Lisa Red	Conference-Fall	Business Checking	400.00
04/17/2023	Deposit			Invoice 2772- Holly Vega	Conference-Fall	Business Checking	400.00
04/17/2023	Deposit		Redmond Police Department	Invoice 2742- Cori Baker	Conference-Fall	Business Checking	400.00
04/19/2023	Deposit			Invoice 2780- Brittney Rhodes	Conference-Fall	Business Checking	400.00
04/19/2023	Deposit			Invoice 2781- Courtney Shelly	Conference-Fall	Business Checking	400.00
04/20/2023	Deposit			Invoice 2743- Jenna Barnes	Conference-Fall	Business Checking	400.00
04/24/2023	Deposit			Invoice 2818- Christine Cartwright	Conference-Fall	Business Checking	400.00
04/24/2023	Deposit			Invoice 2815- Jennifer Messina	Conference-Fall	Business Checking	400.00
04/24/2023	Deposit			Invoice 2813- Kara Hodges	Conference-Fall	Business Checking	400.00
04/24/2023	Deposit			Invoice 2812- Holly Lucht	Conference-Fall	Business Checking	450.00
04/24/2023	Deposit			Invoice 2812- Michelle Budau	Conference-Fall	Business Checking	400.00
04/24/2023	Deposit		Goldendale Police Department	Payscape payment for Invoices 2809- Jessica Guthrie	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Seattle Police Department	Check #4100680726 payment for Invoice 2717- Tara Collings	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Tumwater Police Department	Invoice 2722- Ashleigh Clark	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Chelan Co Sheriff's Office	Check #919850 payment for Invoice 2728- Elizabeth Hagen	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Lummi Nation Police Department	Check #0309508 payment for Invoice 2663- Jeannette LaClair	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Warden Police Department	Check #52606 payment for Invoice 2721- Alexandria Martinez	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Chelan Co Sheriff's Office	Check #919312 payment for Invoice 2668- Kim Oglesbee	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Island County Sheriff	Check #629853 payment for Invoice 2684- Lorene Norris	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Port Angeles Police Department	Invoice 2719- Joanne Droz	Conference-Fall	Business Checking	450.00
04/26/2023	Deposit	1	Port Angeles Police Department	Invoice 2683- Carla Jacobi	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Quincy Police	Invoice 2697- Diana Gonzales	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Quincy Police	Invoice 2696- Norma Avalos	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Quincy Police	Invoice 2695- Erin Omlin	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit			Invoice 2842- Tina Klein	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit			Invoice 2829- Jennifer Gates	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit			Invoice 2823- Holi Ware	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit			Invoice 2822- Rachel Mallory	Conference-Fall	Business Checking	400.00
04/26/2023	Deposit	1	Bingen-White Salmon Police Department	Check #40116 payment for Invoice 2776- Lisa George	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit	1	Lummi Nation Police Department	Invoice 2771- Karen James	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit	1	Lummi Nation Police Department	Invoice 2670- Heaven James	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit	1	Fife PD	Check #122114 payment for Invoice 2669- Andrea Edwards	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit			Invoice 2848- Steve Morrison	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit			Invoice 2847- Amber Burklane	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit			Invoice 2846- Phaivanh Phonxaylinkham	Conference-Fall	Business Checking	400.00
04/28/2023	Deposit	1	Seattle Police Department	Check #4100681643 payment for Invoice 2677- Stacey Hill	Conference-Fall	Business Checking	400.00
05/01/2023	Deposit			Invoice 2855- Stephanie Scott	Conference-Fall	Business Checking	200.00
05/01/2023	Deposit			Invoice 2858- Ashley Lucas	Conference-Fall	Business Checking	250.00
05/03/2023	Deposit			Invoice 2875- Staci Nunez	Conference-Fall	Business Checking	400.00

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Transaction Report

January 1 - November 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
05/03/2023	Deposit			Invoice 2872- Wendy Lowe	Conference-Fall	Business Checking	400.00
05/03/2023	Deposit			Invoice 2873- Holli Dapp	Conference-Fall	Business Checking	450.00
05/04/2023	Deposit	1	Omak PD	Invoice 2791- Courtney Crowder	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit	1	Omak PD	Invoice 2798- Susie Ortiz	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit			Invoice 2879- Tyler Chilman	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit	1	Oak Harbor Police Department	Invoice 2816- Lacey Lutz	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit	1	Medina Police Department	Check #64677 payment for Invoice 2690- Barbara Marxer	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit	1	San Juan County Sheriffs Dept	Invoice 2788- Kim Ott	Conference-Fall	Business Checking	400.00
05/04/2023	Deposit	1	San Juan County Sheriffs Dept	Invoice 2796- Tara Murillo	Conference-Fall	Business Checking	400.00
05/05/2023	Deposit		Bellingham Police Department	Payscape payment for Invoice 2884- Amy Garland	Conference-Fall	Business Checking	400.00
05/08/2023	Deposit			Invoice 2886- Kimberly Weiss	Conference-Fall	Business Checking	400.00
05/08/2023	Deposit			Invoice 2887- Ruth Baker	Conference-Fall	Business Checking	400.00
05/08/2023	Deposit			Invoice 2885- Alexandra Copeland	Conference-Fall	Business Checking	200.00
05/09/2023	Check	4950	Bainbridge Island Police	Refund check #4950 for Invoice 2708- Barbara Burn	Conference-Fall	Business Checking	-400.00
05/11/2023	Deposit	1	Ellensburg Police Department	Check #161761 payment for Invoice 2810- Kristy Holcombe	Conference-Fall	Business Checking	400.00
05/11/2023	Deposit			Invoice 2903- Elise Vandenbergh	Conference-Fall	Business Checking	400.00
05/11/2023	Deposit			Invoice 2901- Brent Gibson	Conference-Fall	Business Checking	450.00
05/11/2023	Deposit			Invoice 2900- Shawna Kimbell	Conference-Fall	Business Checking	400.00
05/11/2023	Deposit			Invoice 2898- Tiffany Kinnick	Conference-Fall	Business Checking	400.00
05/11/2023	Deposit			Invoice 2894- Evelina Kurilenko	Conference-Fall	Business Checking	450.00
05/11/2023	Deposit			Invoice 2892- Bryan Stanley	Conference-Fall	Business Checking	400.00
05/11/2023	Deposit			Invoice 2899- Laura Baseler	Conference-Fall	Business Checking	400.00
05/12/2023	Deposit			Invoice 2893- Shelley Wright	Conference-Fall	Business Checking	450.00
05/12/2023	Deposit			Invoice 2909- Erin Hogue	Conference-Fall	Business Checking	400.00
05/15/2023	Deposit			Invoice 2888- Brenda Rounds	Conference-Fall	Business Checking	425.00
05/15/2023	Deposit			Invoice 2932- Vanessa Stilt	Conference-Fall	Business Checking	450.00
05/15/2023	Deposit			Invoice 2931- Jennifer Crippen	Conference-Fall	Business Checking	400.00
05/15/2023	Deposit			Invoice 2928- Jordan Howell	Conference-Fall	Business Checking	450.00
05/15/2023	Deposit			Invoice 2808- Kathi Anderson	Conference-Fall	Business Checking	400.00
05/15/2023	Deposit			Invoice 2920- Claire DeFrancesco	Conference-Fall	Business Checking	450.00
05/15/2023	Deposit			Invoice 2922- Juana Escobar	Conference-Fall	Business Checking	400.00
05/15/2023	Deposit			Invoice 2923- Katye Howell	Conference-Fall	Business Checking	450.00
05/17/2023	Deposit			Invoice 2939- Tami Bhachu	Conference-Fall	Business Checking	400.00
05/17/2023	Deposit			Invoice 2938- Andrea Schulttenhofer	Conference-Fall	Business Checking	450.00
05/17/2023	Deposit			Invoice 2936- Amy Ebenal	Conference-Fall	Business Checking	200.00
05/17/2023	Deposit			Invoice 2940- Brooke Daniels	Conference-Fall	Business Checking	400.00
05/18/2023	Deposit			Invoice 2948- Rebecca Potter	Conference-Fall	Business Checking	450.00
05/19/2023	Deposit			Invoice 2961- Erin Meza	Conference-Fall	Business Checking	450.00
05/19/2023	Deposit			Invoice 2962- Shirley Butts	Conference-Fall	Business Checking	450.00
05/19/2023	Deposit			Invoice 2970- Taylor Favorite	Conference-Fall	Business Checking	400.00
05/19/2023	Deposit	1	Tracker Products LLC	Check #1152 payment for Invoice 2889- Gold Sponsorship	Conference-Fall	Business Checking	1,500.00
05/19/2023	Deposit	1	Tulalip Police Department	Invoice 2704- Donica Due	Conference-Fall	Business Checking	400.00
05/19/2023	Deposit	1	Tulalip Police Department	Invoice 2729- Lorelei Ranney	Conference-Fall	Business Checking	400.00
05/19/2023	Deposit	1	Mount Vernon Police Department	Check #21633 payment for Invoice 2817- Heidi Kjos	Conference-Fall	Business Checking	450.00
05/19/2023	Deposit	1	Town of Twisp PD	Check #37832 payment for Invoice 2876- Theresa Ruggiero	Conference-Fall	Business Checking	425.00
05/19/2023	Deposit	1	Kittitas County Sheriff's Office	Invoice 2784- Lura Treiber	Conference-Fall	Business Checking	450.00
05/19/2023	Deposit	1	Kittitas County Sheriff's Office	Invoice 2811- Ivonne Mora-Villanueva	Conference-Fall	Business Checking	400.00
05/19/2023	Deposit	1	Seattle Police Department	Invoice 2775- Pepper Bojang-Jackson	Conference-Fall	Business Checking	400.00
05/19/2023	Deposit	1	Ocean Shores Police Department	Check #183283 payment for Invoice 2753- Frank Heerspink	Conference-Fall	Business Checking	450.00
05/22/2023	Deposit			Invoice 2983- Michelle Driver	Conference-Fall	Business Checking	450.00
05/22/2023	Deposit			Invoice 2699- Kimberly Petty	Conference-Fall	Business Checking	400.00
05/22/2023	Deposit			Invoice 2960- Chrissy O'Brien	Conference-Fall	Business Checking	400.00
05/22/2023	Deposit			Invoice 2971- Kelly Jensen	Conference-Fall	Business Checking	400.00
05/22/2023	Deposit			Invoice 2982- Agnes Ochman	Conference-Fall	Business Checking	450.00
05/24/2023	Deposit			Invoice 2994- Garrett Johnson	Conference-Fall	Business Checking	400.00
05/24/2023	Deposit			Invoice 2988- Toni Fulton	Conference-Fall	Business Checking	400.00
05/24/2023	Deposit			Invoice 2992- Bunnie Avery	Conference-Fall	Business Checking	450.00
05/25/2023	Deposit			Invoice 2997- Linda Horn	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit	1	Buckley Police Department	Check #66118 payment for Invoice 2856- Sandy Burkett	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit	1	Washington Dept of Fish and Wildlife	Check #545173B payment for Invoice 2871- Anne Masias	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit	1	Kelso Police Department	Invoice 2870- Susan Ricketson	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit	1	Permitium LLC	Check #51666 payment for Invoice 2972- Silver Sponsorship	Conference-Fall	Business Checking	1,000.00
05/26/2023	Deposit	1	Bingen-White Salmon Police Department	Check #40201 payment for Invoice 2878- Cindy Jewell	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3010- Annika Bierlink	Conference-Fall	Business Checking	200.00
05/26/2023	Deposit			Invoice 3009- Dawn Castle	Conference-Fall	Business Checking	200.00
05/26/2023	Deposit			Invoice 3008- Rebecca Hendricks	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3005- Ebony Jefferson	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3004- Lizzy Levelle	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3003- Tiffany Sweglar	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3002- Tae Kim	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3001- Autumn Knoll	Conference-Fall	Business Checking	400.00
05/26/2023	Deposit			Invoice 3011- Sharon Clark	Conference-Fall	Business Checking	400.00
05/30/2023	Deposit			Invoice 3018- Chelsea Wethern	Conference-Fall	Business Checking	400.00
05/30/2023	Deposit			Invoice 3015- Lauren Wilson	Conference-Fall	Business Checking	450.00
05/30/2023	Deposit			Invoice 3014- Mike Fleming	Conference-Fall	Business Checking	450.00

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Transaction Report

January 1 - November 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
05/30/2023	Deposit			Invoice 3013- Susan Adams	Conference-Fall	Business Checking	450.00
05/30/2023	Deposit			Invoice 3020- Elizabeth Beaman	Conference-Fall	Business Checking	400.00
06/01/2023	Deposit			Invoice 3032- Tiffany Banning	Conference-Fall	Business Checking	400.00
06/01/2023	Deposit			Invoice 3023- Andrea Lee	Conference-Fall	Business Checking	400.00
06/01/2023	Deposit			Invoice 3027- Brandy Bradford	Conference-Fall	Business Checking	400.00
06/01/2023	Deposit			Invoice 3031- Stacey Davis	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 2907- Gregg Watts	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 2911- Debi Nelson	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 3037- Jason Stapert	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 3040- Kristina Cannon	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 3041- Jennifer Jellsey	Conference-Fall	Business Checking	400.00
06/02/2023	Deposit			Invoice 2895- Bryan Nelson	Conference-Fall	Business Checking	400.00
06/05/2023	Deposit			Invoice 2896- David Smith	Conference-Fall	Business Checking	400.00
06/06/2023	Check	4951	Black Diamond Police Department	Refund Check #4951 for Invoice 2665- Lindsey Jewett	Conference-Fall	Business Checking	-400.00
06/07/2023	Deposit		Dupont Police Department	Payscape payment for Invoice 2916- Diana Hooft	Conference-Fall	Business Checking	400.00
06/07/2023	Deposit	1	Yakima County Sheriff's Office	Invoice 2981	Conference-Fall	Business Checking	450.00
06/07/2023	Deposit	1	Port Townsend Police Department	Check #172219 payment for Invoice 2925- Autumn Hannafious	Conference-Fall	Business Checking	400.00
06/07/2023	Deposit	1	Seattle Police Department	Invoice 2778- Marina Yurin	Conference-Fall	Business Checking	400.00
06/08/2023	Deposit			Invoice 2701- Kendall Cornejo	Conference-Fall	Business Checking	400.00
06/09/2023	Deposit			Invoice 2929- Sheryl Brunk	Conference-Fall	Business Checking	400.00
06/15/2023	Deposit		Marysville Police Dept	Payscape payment for Invoice 3054- Meara Solomon-Katzer	Conference-Fall	Business Checking	450.00
06/16/2023	Deposit		Federal Way PD	Invoice 3055- Amanda Hewer	Conference-Fall	Business Checking	500.00
06/16/2023	Deposit		Federal Way PD	Invoice 3056- Heather Rhoades	Conference-Fall	Business Checking	500.00
06/21/2023	Deposit	1	Normandy Park PD	Check #61989 payment for Invoice 3025- D. Jean Lindsey	Conference-Fall	Business Checking	400.00
06/21/2023	Deposit	1	Richland PD	Check #312581 payment for Invoice 2985- Julie Miller	Conference-Fall	Business Checking	450.00
06/21/2023	Deposit	1	Ellensburg Police Department	Check #162233 payment for Invoice 3038- Cammie Dixon	Conference-Fall	Business Checking	400.00
06/21/2023	Deposit	1	Walla Walla PD	Invoice 2980- Brandi Zimmerman	Conference-Fall	Business Checking	400.00
06/21/2023	Deposit	1	Walla Walla PD	Invoice 2979- Lora Edelman	Conference-Fall	Business Checking	400.00
06/21/2023	Deposit	1	Mount Vernon Police Department	Check #22125 payment for Invoice 2998- Jennifer Messina	Conference-Fall	Business Checking	450.00
06/21/2023	Deposit	1	Yakima County Sheriff's Office	Invoice 3046- Susana Naranjo	Conference-Fall	Business Checking	500.00
06/21/2023	Deposit	1	Port Orchard Police Department	Check #86138 payment for Invoice 2996- Caroline Eberhardy	Conference-Fall	Business Checking	400.00
06/26/2023	Deposit			Invoice 3028- Kelly Ziemann	Conference-Fall	Business Checking	400.00
06/26/2023	Deposit			Invoice 3030- Christina Schiano	Conference-Fall	Business Checking	400.00
06/26/2023	Deposit			Invoice 3034- Chloe Wardle	Conference-Fall	Business Checking	400.00
06/28/2023	Deposit			Invoice 2905- Sheila Viken	Conference-Fall	Business Checking	450.00
06/28/2023	Deposit			Invoice 3061- Janice Winnop	Conference-Fall	Business Checking	500.00
06/29/2023	Deposit		Chehalis Police Department	Payscape payment for Invoice 3063- Kim Jackson-Smith	Conference-Fall	Business Checking	450.00
06/30/2023	Deposit			Invoice 3064- Anne Feldman	Conference-Fall	Business Checking	450.00
06/30/2023	Deposit			Invoice 3062- Marissa Butler	Conference-Fall	Business Checking	500.00
07/03/2023	Deposit		Port of Seattle Police Department	Invoice 3070- Melina Wong	Conference-Fall	Business Checking	450.00
07/07/2023	Deposit	1	Public Safety Testing Inc	Check #4680 payment for Invoice 3089- Bronze Sponsorship	Conference-Fall	Business Checking	500.00
07/07/2023	Deposit	1	Douglas County Sheriff	Invoice 3053- Jessenia Andrade	Conference-Fall	Business Checking	450.00
07/07/2023	Deposit	1	City of Newport	Invoice 3006- Ciara Queen	Conference-Fall	Business Checking	400.00
07/07/2023	Deposit			Invoice 3082- Alicia Stevens	Conference-Fall	Business Checking	500.00
07/10/2023	Deposit		University of Washington PD	Invoice 3086- Cynthia Adams	Conference-Fall	Business Checking	475.00
07/13/2023	Deposit			Invoice 3088- Becki Mullen	Conference-Fall	Business Checking	500.00
07/13/2023	Deposit			Invoice 3093- Anna McBee	Conference-Fall	Business Checking	500.00
07/20/2023	Deposit			Invoice 3100- Mardee Ellis	Conference-Fall	Business Checking	450.00
07/20/2023	Deposit			Invoice 3099- Kristin Hnat	Conference-Fall	Business Checking	400.00
07/20/2023	Check	4955	Goldendale Police Department	Check 4955- Refund for Conference/Invoice 2818- Christine Cartwright	Conference-Fall	Business Checking	-400.00
07/20/2023	Check	4960	Clark County Sheriffs Office	Refund Check 4960- Clark County SO	Conference-Fall	Business Checking	-1,150.00
07/27/2023	Deposit	1	Seattle Police Department	Invoice 2824- Margaret Brandon	Conference-Fall	Business Checking	400.00
07/27/2023	Deposit	1	Seattle Police Department	Invoice 2825- Mackenzie Boileau	Conference-Fall	Business Checking	450.00
07/28/2023	Deposit			Invoice 3103- Shawna Sommerville	Conference-Fall	Business Checking	500.00
07/28/2023	Deposit			Invoice 3052- Angela Davis	Conference-Fall	Business Checking	500.00
07/28/2023	Deposit			Invoice 3043- Karyn Fideline	Conference-Fall	Business Checking	400.00
07/31/2023	Deposit		Colville Tribal Police	Payscape payment for Invoice 3078- Georgeania Erickson	Conference-Fall	Business Checking	450.00
08/03/2023	Deposit		Yakima Police Department	Invoice 3105- Moraima Verstrate	Conference-Fall	Business Checking	450.00
08/09/2023	Deposit		WSP-Olympia	Invoice 3110- Sarah McCreary	Conference-Fall	Business Checking	450.00
08/10/2023	Deposit		Mill Creek Police Department	Payscape payment for Invoice 2672- Denise Gilbertson	Conference-Fall	Business Checking	400.00
08/17/2023	Deposit		Vancouver PD	Payscape payment for Invoice 3111- Vincson Green	Conference-Fall	Business Checking	500.00
08/18/2023	Deposit	1	Normandy Park PD	Invoice 3109- Zenna Crawford	Conference-Fall	Business Checking	450.00
08/18/2023	Deposit			Invoice 3116- Christina Walters	Conference-Fall	Business Checking	450.00
08/18/2023	Deposit			Invoice 3114- Alisha Lakin	Conference-Fall	Business Checking	500.00
08/21/2023	Deposit		Monroe Police Department	Invoice 3118- Eloisa Rodriguez	Conference-Fall	Business Checking	450.00
08/23/2023	Deposit			Invoice 3119- Terry Ray-Smith	Conference-Fall	Business Checking	450.00
08/23/2023	Deposit			Invoice 3121- Nicole Nelson	Conference-Fall	Business Checking	450.00
08/25/2023	Deposit			Invoice 3124- Patricia Pendry	Conference-Fall	Business Checking	450.00
08/25/2023	Deposit			Invoice 3125- April Baughman	Conference-Fall	Business Checking	450.00
08/28/2023	Deposit		Mountlake Terrace Police Department	Payscape payment for Invoice 3126- Marleena Moran	Conference-Fall	Business Checking	500.00
08/28/2023	Deposit		Tyler Technologies, Inc	Payscape payment for Invoice 3123- Gold Sponsorship	Conference-Fall	Business Checking	1,500.00
08/29/2023	Deposit	1	Napavine Police Department	Invoice 3113- Rachelle Denham	Conference-Fall	Business Checking	500.00
08/29/2023	Deposit	1	Napavine Police Department	Invoice 3112- Judy Godbey	Conference-Fall	Business Checking	450.00
08/31/2023	Deposit		Everett Police Department	Invoice 3129- Lorie Owens	Conference-Fall	Business Checking	500.00
08/31/2023	Deposit		Everett Police Department	Invoice 3128- Michelle Heinitz	Conference-Fall	Business Checking	500.00

LEIRA

Transaction Report

January 1 - November 28, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
09/01/2023	Deposit			Invoice 3130- Dawn Castle	Conference-Fall	Business Checking	50.00
09/01/2023	Deposit			Invoice 3132- McKenna Reed	Conference-Fall	Business Checking	500.00
09/01/2023	Deposit			Invoice 3132- Karen Elings	Conference-Fall	Business Checking	450.00
09/05/2023	Deposit		WSP- Seattle	Payscape payment for Invoice 3133- Young Hilse	Conference-Fall	Business Checking	500.00
09/05/2023	Check	4965	Spokane Police Department	Invoice 3062- Marissa Butler	Conference-Fall	Business Checking	-500.00
09/05/2023	Check	4965	Spokane Police Department	Invoice 3100- Mardee Ellis	Conference-Fall	Business Checking	-450.00
09/05/2023	Check	4962	Kirsty Jones	Check #4962- Reimbursement for Fall Conference Supplies	Conference-Fall	Business Checking	-416.14
09/07/2023	Deposit	1	Veritone, Inc	Check #2224 payment for Invoice 3098- Platinum Sponsorship	Conference-Fall	Business Checking	2,000.00
09/12/2023	Deposit	1	Colville Tribal Police	Invoice 3127- Cheryl Grunlose	Conference-Fall	Business Checking	450.00
09/13/2023	Deposit		Sunnyside PD	Payscape payment for Invoice 3136- Elva Chumley	Conference-Fall	Business Checking	450.00
09/19/2023	Deposit	1	Pacific Police Department	Check #58671 payment for Invoice 2715- Rana Hoover	Conference-Fall	Business Checking	450.00
09/22/2023	Deposit	1	FileOnQ	Check #11899 payment for Invoice 3141- Gold Sponsorship	Conference-Fall	Business Checking	1,500.00
09/25/2023	Deposit		Franklin County Sheriff's Office	Payscape payment for Invoice 3142- Sheryl Brunk	Conference-Fall	Business Checking	50.00
09/28/2023	Deposit		Edmonds Police Department	Payscape payment for Invoice 3140- April Baughman	Conference-Fall	Business Checking	50.00
10/04/2023	Check	4968	Longview Police Department	Refund Check #4968 for Invoice 2971- Kelly Jensen	Conference-Fall	Business Checking	-200.00
10/06/2023	Deposit			Cash Deposited from Coin Sales at the Fall Conference	Conference-Fall	Business Checking	855.00
10/06/2023	Check	4967	Pend Oreille SO	Check #4967- Refund check for Invoice 3006- Ciara Queen	Conference-Fall	Business Checking	-200.00
10/26/2023	Deposit	1	Washington Dept of Fish and Wildlife	Check #801539B payment on Invoice 3144- Greg Dutton	Conference-Fall	Business Checking	500.00
11/01/2023	Deposit	1	Battle Ground Police Department	Check #93782 payment for Invoice 3134- Kayla Whitmire	Conference-Fall	Business Checking	500.00
11/01/2023	Check	4980	Matthew Brown	Check #4980- Matthew Brown Instructor Per Diem- LEIRA Fall Conference	Conference-Fall	Business Checking	-454.79
Total for Conference-Fall							\$98,609.07
TOTAL							\$98,609.07

LEIRA Legislative Committee Report

Date: November 28, 2023
To: President Cathy Munoz
From: Rebecca Hendricks, Legislative Committee Chair

Legislative Committee members

The Legislative Committee welcomed two new members this quarter. Rana Hoover, Police Specialist with Pacific PD and Marcie Lammers, Public Records Liaison/Records Officer with Jefferson County Sheriff's Office. I provided Rana and Marcie with resources to learn more about the legislative processes and to get plugged into updates. They are getting oriented and both are excited to be part of the committee.

Sunshine Committee meeting – October 17, 2023

I attended the Sunshine Committee meeting on October 17th. A recording of the meeting is available [here](#). Minutes have not yet been posted. The meeting was very disorganized and somewhat difficult to follow as the online meeting did not make it clear who was speaking. The meeting was in recess for quite a bit of time to obtain and review a letter that was (maybe?) provided the day before the meeting. It wasn't made available to the audience and unclear what it covered.

I didn't note anything of real substance. On the agenda were motions to renew past recommendations to exempt/modify. Some committee members made their perpetual lament about (in their opinion) too many exemptions to public records, and wanting to reduce them dramatically. They also expressed frustration that none of the Committee's recommendations over the years ever result in action/change.

Senator Jeff Wilson offered [some changes](#) to meeting structure, funding for committee staff and to also require online portals for records requests. Another member commented that their experience is that the request processes are pretty good, and most agencies have an online request process. It's getting the records that is the issue, which is often due to lack of staff resources and the overwhelming volume of requests.

2024 Legislative Priorities

I provided detail on WASPC's legislative priorities in the last LEIRA Legislative Committee Report, but as a reminder their top priorities are:

1. State funding for retention and recruitment
2. Revise the juvenile access to attorney statute
3. Pursuits

The [Association of Washington Cities 2024 legislative priorities](#) include help to recruit and retain police officers for public safety. It does not appear the Washington State Association of Counties has released their 2024 legislative agenda.

2024 Legislative Session

The 2024 legislative session begins on January 8, 2024. I am excited to get the committee more engaged when the legislature is in session. We will be reviewing legislation to be introduced and identifying what to monitor during the session. The deadline for prefiling bills is December 4, 2023.

Law and Justice Day – February 6, 2024

Per your request, I will be attending the annual Law and Justice Day in Olympia on February 6th. As of now I will be talking about the impact of messy language in firearms laws and public records and the effect on our records folks.

Attorney General PRA University training – December 20, 2023

On Wednesday, December 20, 2023, from 10:00 to 11:30 AM, Ramsey Ramerman, Deputy City Attorney for the City of Everett, Jennifer Steele and Morgan Damerow, Assistant Attorneys General, will be discussing PRA decisions issued since August 2023 in an online training. It is free and is pending approval for WAPRO training credits. [Register here](#).

LEIRA 2023 Membership Report

Summary

Current membership is sitting at 444 members, a 16% increase from early 2023. There was no increase in membership for 4th Q 2023 which was to be expected as the annual conference had passed and no additional trainings were offered. This is the second highest membership total in recent times, above the high in December 2022 of 425 members and just below the all time high of 494 members in December 2021.

Renewals are unusual this late in the year, and regional/online trainings were not offered after July 2023 in preparation for the conference. Therefore, new membership and late renewals have been heavily influenced by interest in the biannual conference held in October.

Historical Membership (by year)

2023	444
2022	425
2021	494
2020	284
2019	299
2018	272

Current Membership as of 11/23/23

Admin	10
Lifetime	30
Member	404
Total	444
Prospect	536

New Memberships 1/1/23-11/21/23 (by Membership type)

Lifetime	1
Member	117

New Memberships 1/1/23-11/23/23 (by month)

January 2023	25
February 2023	10
March 2023	6
April 2023	24
May 2023	30
June 2023	8
July 2023	7
August 2023	5
September 2023	2
October 2023	0
November 2023	0
Total New Membership	117

LEIRA 2023 Membership Report

Membership Renewals (breakdown by month)

January 2023	207
February 2023	68
March 2023	5
April 2023	7
May 2023	5
June 2023	1
July 2023	1
August 2023	2
September 2023	0
October 2023	1
November 2023	0
Total 2023 Renewals	297

Lapsed Membership

Lapsed 31-60 days	413
Lapsed 61-90 days	0
Lapsed 90 days to 6 months	0



LEIRA 2023 Training Report

Courses	Date	Registered	Attended
Intro to Public Disclosure	March 1	44	42
Advanced PDR	March 8	95	93
De-Escalation	May 10	15	15
Understanding Trauma	July 25	53	60

And the conference

2023 had a minimum of trainings due to the conference, but the few trainings we put on had high interest, and high attendance.

January

DARK for registration

February

PRI –

Releasing and Redacting Law Enforcement Records -

Date: February 29, 2024, 8a m-12pm

Online session

\$99 per person, regular price is \$179. LEIRA members only exclusive course

Depending on interest - possibly repeat this course in Nov/Dec

Instructor - Julie Ubert

March

CJTC – Law Enforcement Records Academy: March 11-15, CJTC

Beginning PRA for LE Records – 27th 0900-1700, Julie Ubert and Cathy Munoz – Online

Body Worn Cameras, Everything But the Kitchen Sink – Mandi Caldwell, Kirsty Jones – Marysville?

April

Tracker Evidence – Kirkland PD

May

PRI -

Property & Evidence and Digital Evidence Management -

May 14th - Online session

\$179 for LEIRA members. Open to other WA personnel at regular price of \$279.

LEIRA to register their members. We will post on our website to open registration to others outside LEIRA.

Instructor: TBD

June

Evidence Retention – Erica Meeks and Heather Ging - Online

July

August

Wellness Event – Megan LeBlanc – Lake Stevens area

September

CJTC – Law Enforcement Records Academy: September 9-13, Kennewick PD

PRI -

Criminal Law vs. NIBRS: Accurate Coding of Offense Reports -

Date: September 12th 8am-2pm pacific

Instructor: Brian Cash

\$179 per person. Regular price is \$279. LEIRA members only exclusive course.

IAPE – Best Practices

Date: September 10-11

Union Gap PD

IAPE – New Topics

Date: September 12

Union Gap PD

October

Beginner and Advanced Public Disclosure for Law Enforcement

Julie Ubert, Cathy Munoz, and Sara Divitorio

Date: October 10-11, 2024 from 0900-1700

Location: Lake Stevens Police Department

November

Records Management for Law Enforcement – Megal LeBlanc and Julie Ubert - Online

December



LEIRA Property and Evidence Committee Report

LEIRA has a Property and Evidence Committee!! We have had 3 members reach out with a potential interest in serving on the committee. I have reached out to WSP on a potential Photography class for LEIRA, and am discussing with them if this is possible. We plan to put on a course regarding Evidence Retention as well.

We are still brainstorming ideas on what to do with this committee, and what it will be, but training is a starting point.

PROGRAM OF EVENTS

Booking # : 30979376
LEIRA
516 3rd Avenue
Seattle, WA 98104 US
425-213-6156

Post As Name	Arrival Date	Departure Date	Contact Name	Sales Manager	Event Planning Manager
LEIRA 2025 CONFERENCE	Mar 16, 2025	Mar 21, 2025	Hoover, Rana	Dyes, Adam	

Billing Name	On-Site Contact	Billing Type	Account Number	Tax Exempt Number

Event Name	Event Type	Event Time	Attendance	Setup	Room	24 hour hold
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Event Date: Sunday, 16-Mar-2025

Office	OFFICE	08:00 AM - 11:59 PM	2	OTHER	Craven	
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Event Date: Monday, 17-Mar-2025

Office	OFFICE	08:00 AM - 11:59 PM	2	OTHER	Craven	
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Registration	REGISTRATION	03:00 PM - 11:00 PM	2	REGISTRATION	Rialto Prefunction	
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Set UP	SETUP	08:00 PM - 11:00 PM	250	BANQT RNDS 8	Rialto Ballroom	
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Set Up	SETUP	08:00 PM - 11:00 PM	210	THEATER	Owens Ballroom	
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Event Date: Tuesday, 18-Mar-2025

Registration	REGISTRATION	07:00 AM - 11:00 PM	2	REGISTRATION	Rialto Prefunction	
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Office	OFFICE	08:00 AM - 11:59 PM	2	OTHER	Craven	
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General Session	GENERAL SESSION	08:00 AM - 11:00 PM	250	BANQT RNDS 8	Rialto Ballroom	
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Breakout	BREAK OUT	08:00 AM - 11:00 PM	210	THEATER	Owens Ballroom	
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Breakfast	BREAKFAST BUFFET	08:00 AM - 09:00 AM	250	EXISTING	Rialto Ballroom	
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Lunch	LUNCH BUFFET	12:00 PM - 01:00 PM	250	EXISTING	Rialto Ballroom	
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Reception	RECEPTION	05:00 PM - 08:00 PM	250	RECEPTION	Amphitheater	
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Event Date: Wednesday, 19-Mar-2025

Registration	REGISTRATION	07:00 AM - 11:00 PM	2	REGISTRATION	Rialto Prefunction	
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Office	OFFICE	08:00 AM - 11:00 AM	2	OTHER	Craven	
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General Session	GENERAL SESSION	08:00 AM - 11:00 PM	250	BANQT RNDS 8	Rialto Ballroom	
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Breakout	BREAK OUT	08:00 AM - 11:00 PM	210	THEATER	Owens Ballroom	
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Number of Events: 25

Signature: _____

PROGRAM OF EVENTS

Booking # : 30979376
LEIRA
516 3rd Avenue
Seattle, WA 98104 US
425-213-6156

Post As Name	Arrival Date	Departure Date	Contact Name	Sales Manager	Event Planning Manager
LEIRA 2025 CONFERENCE	Mar 16, 2025	Mar 21, 2025	Hoover, Rana	Dyes, Adam	

Billing Name	On-Site Contact	Billing Type	Account Number	Tax Exempt Number
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Event Name	Event Type	Event Time	Attendance	Setup	Room	24 hour hold
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Breakfast	BREAKFAST BUFFET	08:00 AM - 09:00 AM	250	EXISTING	Rialto Ballroom	
Lunch	LUNCH BUFFET	12:00 PM - 01:00 PM	250	EXISTING	Rialto Ballroom	
Reception	RECEPTION	05:00 PM - 08:00 PM	250	RECEPTION	Amphitheater	
<u>Event Date: Thursday, 20-Mar-2025</u>						
Registration	REGISTRATION	07:00 AM - 05:00 PM	2	REGISTRATION	Rialto Prefunction	
Office	OFFICE	08:00 AM - 11:59 PM	2	OTHER	Craven	
General Session	GENERAL SESSION	08:00 AM - 11:00 PM	250	BANQT RNDS 8	Rialto Ballroom	
Breakout	BREAK OUT	08:00 AM - 11:00 PM	210	THEATER	Owens Ballroom	
Breakfast	BREAKFAST BUFFET	08:00 AM - 09:00 AM	250	EXISTING	Rialto Ballroom	

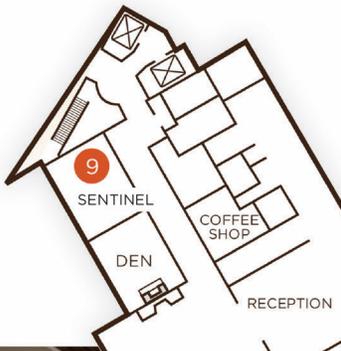
Event Date: Friday, 21-Mar-2025

Office	OFFICE	08:00 AM - 11:59 PM	2	OTHER	Craven	
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Sun, 3/16/2025	(10) Lodge Studio Resort View : \$169 plus 15% resort fee and 10%tax
Mon, 3/17/2025	(69) Lodge Queen/Queen or Studio Resort View : \$169 plus 15% resort fee and 10%tax (86) Lodge Studio River View or 1 Bedroom Resort View \$179 plus 15% resort fee and 10% tax (41) Lodge One bedroom River View suites \$189 plus 15% resort fee & 10% tax
Tue, 3/18/2025	(69) Lodge Queen/Queen or Studio Resort View : \$169 plus 15% resort fee and 10%tax (86) Lodge Studio River View or 1 Bedroom Resort View \$179 plus 15% resort fee and 10% tax (41) Lodge One bedroom River View suites \$189 plus 15% resort fee & 10% tax
Wed, 3/19/2025	(69) Lodge Queen/Queen or Studio Resort View : \$169 plus 15% resort fee and 10%tax (86) Lodge Studio River View or 1 Bedroom Resort View \$179 plus 15% resort fee and 10% tax (41) Lodge One bedroom River View suites \$189 plus 15% resort fee & 10% tax
Thur, 3/20/2025	(10) Lodge Studio Resort View : \$169 plus 15% resort fee and 10%tax
	Total Room Nights: 608

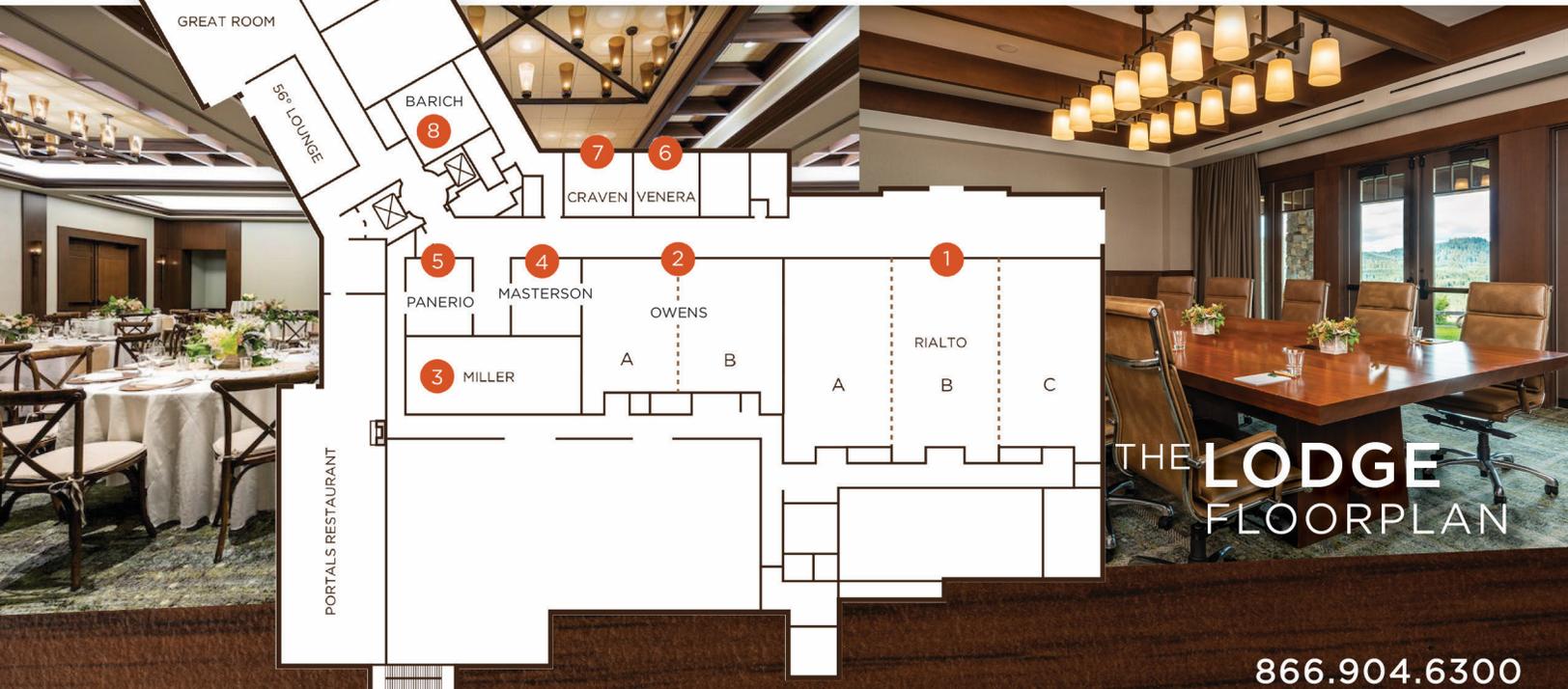
FLOOR PLANS *and* CAPACITY CHARTS

THE LODGE DIMENSIONS *and* CAPACITIES



ROOM

	SQ. FT.	L X W	CEILING	RECEPTION	THEATER	HOLLOW SQ.	U-SHAPE	CLASSROOM	BOARDROOM	BANQUET
1 RIALTO	5,940	99 x 60	17	550	500	126	84	294	-	400
1 RIALTO A	1,920	32 x 60	17	125	144	78	60	84	-	120
1 RIALTO B	2,220	37 x 60	17	140	182	78	60	84	-	140
1 RIALTO C	1,920	32 x 60	17	125	144	78	60	84	-	120
1 RIALTO A/B or B/C	4,080	68 x 60	17	200	384	102	72	210	-	240
2 OWENS	2,688	64 x 42	12	170	220	72	48	135	-	170
2 OWENS A or B	1,386	33 x 42	12	80	108	48	36	60	24	80
1 RIALTO PF	1,764	98 x 18	10	221	-	-	-	-	-	-
2 OWENS PF	768	64 x 12	12	96	-	-	-	-	-	-
2 MILLER PF	480	32 x 15	11	60	-	-	-	-	-	-
3 MILLER	1,296	54 x 24	12	75	96	48	42	52	42	80
4 MASTERSON	475	25 x 19	12	30	35	24	18	18	16	30
5 PANERIO	475	25 x 19	12	30	35	24	18	18	16	30
6 VENERA	400	20 x 20	12	20	24	24	18	18	16	20
7 CRAVEN	400	20 x 20	12	20	24	24	18	18	16	20
8 BARICH	575	25 x 23	11	30	40	24	18	18	16	30
9 SENTINEL*	520	26 x 20	11	-	-	-	-	-	16	-



THE LODGE
FLOORPLAN