



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	August 24, 2023	Online
Time	1000-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input type="checkbox"/>	Past President	Kirsty Jones - Absent
<input type="checkbox"/>	1 st Vice President	Candice Mauracher -Absent Excused		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Amanda Towle	<input checked="" type="checkbox"/>	WASPC Ex-Officio	Joan Smith
<input type="checkbox"/>	Secretary	Heather Ging - Absent Excused	<input type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input type="checkbox"/>	Treasurer	Ilia Heath – Absent Excused	<input 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 – Cathy Munoz

Meeting was called to order at 1002.

2) Attendance – Cathy Munoz

It is known that Kirsty is sick, but unknown if she would still join.

3) Call for Additional Agenda Items – Cathy Munoz

None.

4) Secretary Minutes – Heather Ging

a. Approval of minutes from July 2023 E-board meeting

Motion made by Lisa Edlin to approve. Seconded by Erica. Motion carried. Minutes approved and posted on the website, One Drive updated.

b. Approval of minutes from August 2023 Coin E-board meeting

Motion made by Lisa Edlin to approve. Seconded by Erica. Motion carried. Minutes approved and posted on the website, One Drive updated.

5) Treasurer – Ilia Heath

a. Per diem language change

Board agreed to keep current federal guidelines

b. Reimbursement form update

Board agreed the form needs updating. **Cathy will create a draft and send it to Ilia for any tweaks prior to board approval.** New form is desired prior to the conference.

6) Old Business

a. Committee updates

i. By-Laws – Cathy Munoz

1. Last Call for any proposals to be voted on at the general meeting

No suggestions

ii. Legislative – Cathy Munoz

1. Appoint Rebecca Hendricks as Chair

Welcome Rebecca from South Sound 911. Please give her any suggestions you have for future ways for LEIRA to have a voice. She is working on joining WASPC.

iii. Memberships – Kirsty Jones

iv. Training – Heather Ging

1. Tracker Products/Evidence Management Institute – Kirsty Jones
2. PRI for 2024 - Heather Ging

PRI contacted us about setting up classes for next year. Heather will reach out to them.

v. Conference Chair – Kirsty Jones

1. 2023 Conference Committee update – Kirsty Jones

Cathy advised the committee is doing well and things are falling into place as they should.

2. Training – Cathy Munoz

Crisis of trainer cancellation averted. Trainers are turning in their class materials and the links for students should be available at least a week before the conference. Trainers are starting to ask for some things beyond just screens like a blank piece of paper for each person in the class. If we need markers or poster boards the Walmart cards could be used.

3. Registration – Cathy Munoz

Should close automatically on September 1, but Cathy will double check it. Registration is at 212.

4. PR – Heather Ging

Heather is working on getting the signs ordered. She is collecting the logos of sponsors for advertising.

5. Sponsors – Lisa Edlin

Will be receiving \$200 in Walmart gift cards. SS911 has donated notepads for the swag bags. Tyler has agreed to \$1500 sponsorship. Authentic Development is providing free registrations to 60 students in the PRA

Expert Panel and the in kind value is \$9,000. Lisa believes that the cash and cash card donations are at around \$8,700 at this point.

6. Board Basket –Lisa

Not done yet but may use the Walmart card to create a fall themed basket. Will discuss it further once she knows more of the last minute needs.

7. Board assignments needed:

- a. Registration/finances – Ilia, Erica, Amanda, and Megan
- b. Coin sales – Ilia, Erica, Amanda, and Megan
- c. Vendor liaison – Lisa
- d. Trainer liaison – Cathy/Kirsty
- e. IT/Classroom liaison – Heather
- f. Venue/Hotel liaison - Kirsty

These assignments will be supported by the conference committee. The conference committee will primarily staff the registration table, but we will need to man it while they are in training and have someone available for computer registration issues, etc.

b. Future Conference – Cathy Munoz

i. Progress update – proposal from Suncadia

So far only Suncadia has put in a formal proposal. Cathy reviewed and rejected it as too expensive. The average hotel room price was over \$400. They are looking at offseason spring dates.

There was discussion and the board suggested that if that doesn't work out, the Whitman be considered. The Whitman was becoming too small, but we could have multiple tracks using more training facilities to help with the space issues.

Cathy will contact Rana Hoover with this information.

c. Lunch with LEIRA – Megan LeBlanc

August had smaller attendance due to the topic and some technical issues where the presentation wouldn't show. Next is Morgan Damerow with a topic still to be determined, but we are narrowing it. In December is Sara Fitgibbons who will be showing us how to search and use Office 365.

d. Coin update – Cathy Munoz

Coins and the inserts have been ordered and should be here in time barring any complications.

e. 2024 Elections – Kirsty Jones

Unknown status. Current board members will have offline conversations about filling positions since term limits are hitting several board members. Everyone needs to get their paperwork in as soon as possible.

7) New Business

a. October 26 Board Meeting – Cancel since meeting earlier in the month or keep on the schedule for now?

b. November 23 Board Meeting – reschedule since it is on Thanksgiving?

Decision was made to cancel the October and December meetings. The November meeting is moved to November 30 from 0900-1200. If the budget is not completed in

October, it will need to be completed at this meeting. All year end quarterly reports will be due at this meeting.

Committee Chairs need to prepare year end quarterly reports for the meeting.

Cathy will update website meeting schedule and change the calendar invites.

c. PRA Panel giveaway – Discount to future specific class?

Julie Ubert is donating 60 free classes to participants. There are 60 more prizes that need to be come up with. She suggested LEIRA look at giving out discounts to a specific class that LEIRA hosts. Cathy advised that she figured out how that could be done by programming individual discount codes into a class registration, but it would be labor intensive. If a model of discounts of \$25 for 30 students and \$10 for 30 students was used, the potential financial impact if all were redeemed is \$1,050. After discussion, the board decided the best plan is to use the Walmart gift card to purchase 30 full size candy bars and 30 fun size candy bars as the prizes. Lisa will purchase these and bring them to the conference.

Meeting adjourned at 1049.