



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	February 23, 2023	Online
Time	1000-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input type="checkbox"/>	Past President	Kirsty Jones – Excused
<input type="checkbox"/>	1 st Vice President	Candice Mauracher - 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 checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input checked="" type="checkbox"/>	Treasurer	Ilia Heath	<input type="checkbox"/>	Committee Chair (Conference)	Candice Mauracher
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input type="checkbox"/>	Committee Chair (Legislative)	Jeanne Johnson-Jacobs
<input type="checkbox"/>	Director	Lisa Edlin - Excused	<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 10:00 am.

2) Call for Additional Agenda Items – Cathy Munoz – No additional items.

3) Secretary Minutes – Heather Ging

- a. Approval of minutes from January 2023 E-board meeting
 - i. Megan LeBlanc made a motion to approve the minutes as presented.
 - ii. Ilia Heath seconded the motion.
 - iii. Motion passed.

4) Treasurer – Ilia Heath

- a. 2022 Audit Results

- i. Kirsty Jones and Megan LeBlanc completed the audit. They found no issues and submitted memos. Cathy will move copies of the memos onto One Drive.
- ii. Cathy Munoz made a motion to approve the 2022 Financial Audit.
- iii. Megan LeBlanc seconded the motion.
- iv. Motion passed.

5) Old Business

a. Committee updates

- i. Legislative – Jeanne Johnson Jacobs – No Updates
- ii. Memberships – Kirsty Jones was not able to attend but submitted a report.
- iii. 2023 Membership renewals discussion

iv. Training – Heather Ging

- 1. PRA Beginner / March 1@ 0900-1700 / Online / (Proctor) Cathy Munoz & Julie Ubert
- 2. IAPE / April 11-12 / Marysville – ~~Proctor TBA~~
 - a. No proctor will be required
- 3. IAPE Supervisor / April 13 / Marysville – ~~Proctor Heather~~
 - a. No proctor will be required
- 4. PRA Advanced / May 8 @ 0900-1700 / Online / Karen Horowitz – Proctor ~~Kirsty~~ Cathy
 - a. **Cathy will proctor and will check in with Karen about training to get an agenda and WAPRO course credit approval**
- 5. De-Escalation – April-June/ 2-3 hours/ Kirkland PD MHP Renee Cox and Ofc. Tyler Davidson – Proctor Heather
 - a. **Heather will finalize dates with Trainers**
- 6. Evidence Management Institute – Kirsty
 - a. Cathy had spoken with James Nalley earlier today. He may be interested in doing a webinar about safe handling for narcotics. He is very interested in being a conference sponsor and potentially handing out Narcan to agencies evidence personnel at the conference.
 - i. **Cathy/Kirsty will follow up about this due to Narcan policies at agencies.**

v. Bylaws – Cathy

- 1. Discussion of SR 34
 - a. Board discussed clarifying LEIRA Bylaw Standard 34
 - b. Heather Ging made a motion to amend LEIRA Bylaw Standard 34 from ““For official Executive Board business, proxy representatives for absent Executive Board members shall not be authorized.” To ““For official Executive Board business, proxy representatives for absent Executive Board members shall not be authorized to vote or receive compensation or expenses.”

- c. Motion seconded by Megan LeBlanc
 - d. Motion passed
 - e. Cathy will update Bylaws to reflect the new change
 - vi. Conference Chair Candace
 - 1. 2023 Conference Committee update – Candice Mauracher
 - a. Cathy provided Conference Committee update in Candice’s absence
 - 2. General update – Candice Mauracher
 - a. Cathy provided Conference Committee update in Candice’s absence
 - 3. Training - Kirsty Jones
 - a. Cathy provided update in Kirsty’s absence
 - 4. Registration – Cathy Munoz
 - a. Ilia and Amanda offered to test registration once ready prior to going live
 - 5. PR – Heather Ging
 - 6. Sponsors – Lisa Edlin
 - a. Cathy provided update in Lisa’s absence
 - vii. Property/Evidence– Cathy Update on recruiting
- b. Future Conference – Cathy
 - i. Amanda looking for potential places in/around Union Gap area
 - ii. Still looking for ideas/potential host agencies/locations
- c. New LEIRA Coin – Cathy Munoz
 - i. Mockup being made
- d. Lunch with LEIRA – Megan LeBlanc
 - i. Received great feedback from members about the first Lunch with LEIRA – members wish them to continue
 - ii. Next Lunch with LEIRA will be in April, presented by Kirsty about ERPOs
 - iii. Morgan Damerow and Sarah Di Vittorio maybe possible presenters for future sessions
 - iv. Would like to get a presenter(s) for Evidence related topics
- e. Logo wear for new members – Cathy
 - i. All logo wear has been issued and received by new board members

6) New Business

- a. Conference awarded previously? – See SR 14
 - i. Award in 2023?
 - 1. Tabled until next board meeting. Cathy will do research and talk to WASPC Ex-Officio Joan

- b. Conference Scholarship
 - i. Deadline for applications
 - 1. Board decided on a deadline of April 12, 2023, for scholarship applications for the 2023 LEIRA Conference
 - ii. Winner announcement
 - 1. Board will decide the scholarship recipient at April Board meeting.
 - 2. Cathy will notify winner, and others who apply but are not chosen for the scholarship prior to early bird registration cut off
 - iii. Number of Scholarships and what it covers – See SR 30
 - 1. Will be for 1 full registration to the conference, including hotel room
 - iv. Criteria for the Board to consider
 - 1. Cathy will create a ranking sheet – Board members will evaluate each application on their own, and rank per their personal standards, prior to April Board meeting.

- c. CSI Trainings – Heather
 - i. Heather inquired if the Board thought it would be beneficial to members to maybe offer CSI trainings for evidence personnel who assist on crime scenes.
 - 1. Believed this would be a good addition. Won't be until after the conference, in 2024. Heather will begin looking into possible courses/trainers/companies.

7) Motion to Adjourn

- a. Motion made by Amanda Towle
- b. Second made by Heather Ging
- c. Motion passed. Meeting adjourned at 1128