



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	January 26, 2023	Online
Time	1000-1200	

Members in attendance:

☒	President	Cathy Munoz	☒	Past President	Kirsty Jones
☐	1 st Vice President	Candice Mauracher - excused		Advisory Positions	Members in attendance
☒	2 nd Vice President	Amanda Towle	☒	WASPC Ex-Officio	Joan Smith
☒	Secretary	Heather Ging	☒	Committee Chair (Training)	Heather Ging
☒	Treasurer	Ilia Heath	☐	Committee Chair (Conference)	Candice Mauracher
☐	Director	Erica Meeks - unexcused	☐	Committee Chair (Legislative)	Jeanne Johnson-Jacobs - excused
☒	Director	Lisa Edlin	☒	Committee Chair (Bylaws)	Cathy Munoz
☒	Director	Megan LeBlanc	☐	Committee Chair (Prop/Evidence)	

1) Call to order – Cathy Munoz @ 1003

2) Call for Additional Agenda Items – Cathy Munoz

3) Swear in elected board members – Kirsty Jones

- a. Swore in Cathy Munoz as President and Heather Ging as Secretary

4) Appoint/Swear in new board members – Cathy Munoz

- a. Amanda Towle – 2nd Vice President
 - i. Kirsty Jones made a motion to appoint Amanda Towle to 2nd Vice President, Lisa Edlin made the 2nd. Motion passed. Amanda Towle was sworn in as 2nd Vice President.
- b. Megan LeBlanc – Director
 - i. Lisa 1st and Kirsty 2nd – passed and swore in
 - ii. Lisa Edlin made a motion to appoint Megan LeBlanc to Director, Kirsty Jones made the 2nd. Motion passed. Megan LeBlanc was sworn in as Director.

5) Secretary Minutes – Heather Ging

- a. Approval of minutes from November 2022 E-board meeting
 - i. Motion for approval of November 2022 E-board meeting minutes was made by Amanda Towle, 2nd from Kirsty Jones – motion passes
- b. Approval of minutes from November 2022 General meeting
 - i. Update General Meeting from Agenda to Meeting
 - ii. Motion for approval of November 2022 General Meeting as modified by Cathy Munoz, 2nd from Megan LeBlanc – motion passes

6) Treasurer 2022 Audit – Ilia Heath

- a. Motion made by Megan LeBlanc to approve 2022 Treasurer report, Heather Ging makes the 2nd – motion passes

7) Old Business

- a. 2023 Membership renewals
 - i. Class signup membership procedures
 - 1. Discussed updating language regarding class payments, member/nonmember refunds, mass invoices, etc. Heather will update this language and have it approved by the board for future trainings – Heather
 - 2. Update language that non-member price does not include a membership, if you want membership, to please apply and then sign up for class - Heather
- b. Review 2023 Trainings – Heather Ging
 - i. PRA Beginner / March 1 @ 0900-1700 / Online / Cathy Munoz & Julie Ubert
 - ii. IAPE / April 11-12 / Marysville - TBA
 - iii. IAPE Supervisor / April 13 / Marysville - Heather
 - iv. PRA Advanced / May 8 @ 0900-1700 / Online / Karen Horowitz – Kirsty
 - v. De-Escalation – April-June/ 2-3 hours/ Kirkland PD MHP Renee Cox and Ofc. Tyler Davidson - Heather
- c. New LEIRA Coin – Cathy Munoz
- d. 2023 Conference Committee update – Candice Mauracher
 - i. General update – Candice Mauracher
 - ii. Training - Kirsty Jones
 - iii. Registration – Cathy Munoz
 - iv. PR – Heather Ging
- e. Lunch with LEIRA (virtual networking) – Cathy Munoz/Megan LeBlanc
 - i. 2nd Wednesday of even months (February, April, etc.)
 - ii. First one will be April 15th @ 1130 - 1230 – Records Destruction – Megan LeBlanc/Julie Ubert
 - iii. Brainstorm topics and presenters – All E-board
- f. Committee assignments/roles – Cathy Munoz
 - i. Jeanne has agreed to be Legislative Chair
 - ii. Heather and Kirsty will remain as Training and Membership Chair
 - iii. Cathy will continue as Bylaw Chair
 - iv. Candace will continue of Conference Chair
 - v. Property/Evidence Chair – maybe Emily Cain at Battleground PD – Heather/Cathy

8) New Business

- a. Future Conference

- b. Regional Training Ideas/Contacts
 - i. [Evidence Management Institute](#) – Kirsty will work on looking into this and maybe setting up a training on the East side
- c. Revise Conference Budget and Registration Fees
 - i. [Conference Registration fees will increase to \\$450 Members/\\$500 for non-members](#)
- d. Logo wear for new members
 - i. Will place an order for new board members for LEIRA jackets – Cathy

9) Motion to adjourn meeting made by Ilia Heath, 2nd by Lisa Edlin – Meeting adjourned at 1207



LEIRA

Treasurer's Report

Bank Balances as of 01/25/23

Checking	\$28,328.27
<u>Savings</u>	<u>\$40,386.39</u>
Total	\$68,714.66

	JAN 2022		FEB 2022		MAR 2022		APR 2022		MAY 2022		JUN 2022		JUL 2022		AUG 2022		SEP 2022		OCT 2022		NOV 2022		DEC 2022		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
Revenue																										
Earned Interest	0.68		0.61		0.69		0.63		0.70		0.65		0.63		0.72		0.65		0.68		0.65		0.65		\$7.93	\$0.00
Membership	5,800.00		5,150.00		1,400.00		580.00		150.00		500.00		200.00		700.00		100.00		250.00		100.00		100.00		\$15,000.00	\$0.00
Regional Training																									\$0.00	\$0.00
03 Reg Trng-Mar	750.00		1,400.00		350.00		100.00		1,700.00		100.00														\$0.00	\$0.00
05 Reg Trng-May					1,845.00		2,305.00				5,200.00		9,400.00		1,800.00		1,595.00				100.00				\$0.00	\$0.00
06 Reg Trng-Jun																			3,000.00						\$0.00	\$0.00
07 Reg Trng-Jul							50.00		1,250.00		5,200.00														\$0.00	\$0.00
10 Reg Trng-Oct																									\$0.00	\$0.00
12 Reg Trng-Dec																									\$0.00	\$0.00
Total Regional Training	750.00		1,400.00		2,195.00		2,405.00		4,110.00		5,800.00		9,400.00		9,400.00		3,345.00		3,135.00		1,275.00		255.00		\$10,000.00	\$0.00
Total Regional Training	\$4,500.00	\$0.00	\$4,500.01	\$0.00	\$3,805.00	\$0.00	\$4,006.00	\$0.00	\$4,280.70	\$0.00	\$4,300.65	\$0.00	\$4,000.00	\$0.00	\$4,205.72	\$0.00	\$3,746.05	\$0.00	\$3,356.05	\$0.00	\$1,975.05	\$0.00	\$400.65	\$0.00	\$40,000.00	\$0.00
Expenses																										
GOVERNMENT																										
Awards and Prizes																										
Capital Outlay																										
Conference Future																										
Credit Card Payments Fees																										
Insurance																										
Legislative																										
Membership Promotions																										
Miscellaneous Expenses																										
President's Expense																										
Professional Services fees																										
Regional Training																										
05 Regional Training-May																										
07 Regional Training-Jul																										
10 Regional Training-Oct																										
12 Regional Training-Dec																										
Total Regional Trainings																										
Scholarship																										
Unallocated Expenditure																										
Total Expenditures	\$118.10	\$5,100.70	\$94.04	\$5,100.70	\$2,094.40	\$5,100.70	\$5,106.10	\$5,100.70	\$1,156.10	\$5,100.70	\$4,800.31	\$5,100.70	\$1,092.29	\$5,100.70	\$1,103.07	\$5,100.70	\$5,094.02	\$5,100.70	\$1,216.89	\$5,100.70	\$7,893.71	\$5,100.70	\$5,100.00	\$5,100.70	\$47,262.08	\$5,100.00
NET OPERATING REVENUE	\$6,461.89	\$-4,100.70	\$6,461.87	\$-4,100.70	\$701.19	\$-4,100.70	\$-100.47	\$-100.47	\$-4,100.70	\$-4,100.70	\$-4,800.69	\$-4,100.70	\$-4,100.70	\$-4,100.70	\$-4,097.95	\$-4,100.70	\$-2,006.67	\$-4,100.70	\$-4,100.85	\$-4,100.70	\$-5,088.09	\$-4,100.70	\$-4,100.49	\$-4,100.70	\$6,270.85	\$-4,100.00
NET REVENUE	\$6,461.89	\$-4,100.70	\$6,461.87	\$-4,100.70	\$701.19	\$-4,100.70	\$-100.47	\$-100.47	\$-4,100.70	\$-4,100.70	\$-4,800.69	\$-4,100.70	\$-4,100.70	\$-4,100.70	\$-4,097.95	\$-4,100.70	\$-2,006.67	\$-4,100.70	\$-4,100.85	\$-4,100.70	\$-5,088.09	\$-4,100.70	\$-4,100.49	\$-4,100.70	\$6,270.85	\$-4,100.00

LEIRA

Budget vs. Actuals: 2022 Budget - FY22 P&L

November - December, 2022

	NOV 2022		DEC 2022		TOTAL	
	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
Revenue						
Earned Interest	0.65		0.65		\$1.30	\$0.00
Membership	100.00		100.00		\$200.00	\$0.00
Regional Training					\$0.00	\$0.00
10 Reg Trng-Oct	100.00				\$100.00	\$0.00
12 Reg Trng-Dec	1,675.00		305.00		\$1,980.00	\$0.00
Total Regional Training	1,775.00		305.00		\$2,080.00	\$0.00
Total Revenue	\$1,875.65	\$0.00	\$405.65	\$0.00	\$2,281.30	\$0.00
GROSS PROFIT	\$1,875.65	\$0.00	\$405.65	\$0.00	\$2,281.30	\$0.00
Expenditures						
Awards and Plaques		12.50		12.50	\$0.00	\$25.00
Capital Outlay		141.67		141.67	\$0.00	\$283.34
Conference Future		416.67		416.67	\$0.00	\$833.34
Credit Card Payments Fees	29.85	208.34	70.48	208.34	\$100.33	\$416.68
Executive Board	7,278.98	666.67	81.60	666.67	\$7,360.58	\$1,333.34
Legislative		83.34		83.34	\$0.00	\$166.68
Membership Promotions		41.67		41.67	\$0.00	\$83.34
Presidents Expense	494.88	416.67		416.67	\$494.88	\$833.34
Professional Services fees		1,000.00		1,000.00	\$0.00	\$2,000.00
Regional Trainings		2,083.34		2,083.34	\$0.00	\$4,166.68
12 Regional Training-Dec			3,400.00		\$3,400.00	\$0.00
Total Regional Trainings		2,083.34	3,400.00	2,083.34	\$3,400.00	\$4,166.68
Scholarship		50.00		50.00	\$0.00	\$100.00
Uncategorized Expenditure			4.00		\$4.00	\$0.00
Total Expenditures	\$7,803.71	\$5,120.87	\$3,556.08	\$5,120.87	\$11,359.79	\$10,241.74
NET OPERATING REVENUE	\$ -5,928.06	\$ -5,120.87	\$ -3,150.43	\$ -5,120.87	\$ -9,078.49	\$ -10,241.74
NET REVENUE	\$ -5,928.06	\$ -5,120.87	\$ -3,150.43	\$ -5,120.87	\$ -9,078.49	\$ -10,241.74

LEIRA

Statement of Activity January - December 2022

	TOTAL
Revenue	
Earned Interest	7.93
Membership	15,000.00
Regional Training	
03 Reg Trng-Mar	2,600.00
05 Reg Trng-May	5,950.00
06 Reg Trng-Jun	1,740.00
07 Reg Trng-Jul	20,750.00
10 Reg Trng-Oct	2,620.00
12 Reg Trng-Dec	3,895.00
Total Regional Training	37,555.00
Total Revenue	\$52,562.93
GROSS PROFIT	\$52,562.93
Expenditures	
Credit Card Payments Fees	1,393.86
Executive Board	11,867.58
Miscellaneous Expenses	84.50
Presidents Expense	2,557.85
Professional Services fees	8,329.29
Regional Trainings	
05 Regional Training-May	3,110.00
06 Regional Training-Jun	1,440.00
07 Regional Training-Jul	14,000.00
10 Regional Training-Oct	1,105.00
12 Regional Training-Dec	3,400.00
Total Regional Trainings	23,055.00
Uncategorized Expenditure	4.00
Total Expenditures	\$47,292.08
NET OPERATING REVENUE	\$5,270.85
NET REVENUE	\$5,270.85

LEIRA

Statement of Activity

November - December, 2022

	TOTAL
Revenue	
Earned Interest	1.30
Membership	200.00
Regional Training	
10 Reg Trng-Oct	100.00
12 Reg Trng-Dec	1,980.00
Total Regional Training	2,080.00
Total Revenue	\$2,281.30
GROSS PROFIT	\$2,281.30
Expenditures	
Credit Card Payments Fees	100.33
Executive Board	7,360.58
Presidents Expense	494.88
Regional Trainings	
12 Regional Training-Dec	3,400.00
Total Regional Trainings	3,400.00
Uncategorized Expenditure	4.00
Total Expenditures	\$11,359.79
NET OPERATING REVENUE	\$ -9,078.49
NET REVENUE	\$ -9,078.49