



# Law Enforcement Records and Information Association

## Executive Board Meeting Minutes

<b>Date</b>	July 27, 2023	<b>Online</b>
<b>Time</b>	1000-1200	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input type="checkbox"/>	1 <sup>st</sup> Vice President	Candice Mauracher ( <i>absent excused</i> )		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 <sup>nd</sup> 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 ( <i>absent excused</i> )
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input type="checkbox"/>	Committee Chair (Legislative)	
<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 @ 1002 – Cathy Munoz**

**2) Attendance – Cathy Munoz**

**3) Call for Additional Agenda Items – Cathy Munoz**

**4) Secretary Minutes – Heather Ging**

- a. Approval of minutes from June 2023 E-board meeting
  - i. Kirsty Jones makes a motion to approve June 2023 E-Board meeting minutes. Ilia Heath seconds the motion. Motion passes to approve June 2023 E-Board meeting minutes.

**5) Treasurer – Ilia Heath**

- a. 2<sup>nd</sup> Quarter Report
  - i. Heather Ging makes a motion to approve 2023 2<sup>nd</sup> Quarter Treasurer Report. Kirsty Jones seconds the motion. Motion passes to approve 2023 2<sup>nd</sup> Quarter Treasurer Report.

- b. Per diem language change
  - i. **Tabled – need further research into Federal vs. Washington and laws.**
- c. Reimbursement form update
  - i. **Will be updated to form in Microsoft Forms. Will be updated once above per diem is decided.**

## 6) Old Business

- a. Committee updates
  - i. Legislative – Cathy Munoz
    - 1. Vacancy
  - ii. Memberships – Kirsty Jones
  - iii.
  - iv. Training – Heather Ging
    - 1. Secondary Trauma/Mental Health / July 25 @ 10-12 / Online/ Phoebe Mulligan, LICSW – Proctor Kirsty Jones
    - 2. Tracker Products/Evidence Management Institute – Kirsty Jones
    - 3. Records Academy – CJTC class in Richland, September 18-22
  - v. Bylaws – Cathy
  - vi. Conference Chair Candace
    - 1. 2023 Conference Committee update – Candice Mauracher
      - a. Lisa Edlin makes a motion to release 10% of the rooms that are on hold for the conference. Ilia Heath seconds the motion. Motion is approved.
        - b. **Kirsty will contact the hotel and get these released.**
    - 2. Training - Kirsty Jones
    - 3. Registration – Cathy Munoz
    - 4. PR – Heather Ging
    - 5. Sponsors – Lisa Edlin
    - 6. Board Baskets – Kirsty and Lisa
    - 7. Board expectations during the conference - Cathy
  - vii. Property/Evidence– Cathy Munoz
    - 1. Vacancy
- b. Future Conference – Cathy Munoz
  - i. Progress update
- c. Lunch with LEIRA – Megan LeBlanc

## 7) Wareham Scholarship Award Criteria – Megan LeBlanc

- a. **New form for Scholarship Application will be added to the website.**

## 8) New Business

- a. 2024 Elections – Cathy Munoz

- i. Kirsty will run the election and send out the call for nominations.
- b. HB1150 – New changes regarding Orders
  - i. Kirsty/Joan – Kirsty will see if James from WASPC is going to send out information regarding this new HB.
- c. BWC Whatcom/Skagit training – Kirsty Jones

**9) Meeting adjourned at 1113**