



# Law Enforcement Records and Information Association

## Executive Board Meeting Minutes

<b>Date</b>	June 1, 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>(Excused)</i>	<input type="checkbox"/>	Advisory Positions	Members in attendance
<input 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 type="checkbox"/>	Treasurer	Ilia Heath <i>(Excused)</i>	<input type="checkbox"/>	Committee Chair (Conference)	Candice Mauracher <i>(Excused)</i>
<input checked="" type="checkbox"/>	Director	Erica Meeks	<input type="checkbox"/>	Committee Chair (Legislative)	Jeanne Johnson-Jacobs <i>(Excused)</i>
<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 @ 1004**

**2) Attendance – Cathy Munoz**

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

**4) Secretary Minutes – Heather Ging**

- a. Approval of minutes from April 2023 E-board meeting
- b. Motion made to Approve 2023 April E-Board meeting minutes by Lisa Edlin. Megan LeBlanc seconds the motion. Motion passes to approve 2023 April E-Board minutes.

**5) Treasurer – Ilia Heath – *(Tabled – Ilia Absent)***

- a. 2<sup>nd</sup> Quarter Report
- b. Per diem language change
- c. Reimbursement form update

**6) WASPC Report – Kirsty Jones and Lisa Edlin**

## 7) Old Business

- a. Committee updates
  - i. Legislative – Jeanne Johnson Jacobs (*Tabled – Jeanne Absent*)
    1. 1<sup>st</sup> and 2<sup>nd</sup> Quarter Reports?
  - ii. Memberships – Kirsty Jones
    1. 2<sup>nd</sup> Quarter Report
      - a. Looking healthy and good, conference has brought in new memberships
      - b. Motion made to approve 2023 2<sup>nd</sup> Quarter Membership Report. Kirsty Jones seconds the motion. Motion passes to approve 2<sup>nd</sup> Quarter Membership Report
  - iii. Training – Heather Ging
    1. 2<sup>nd</sup> Quarter report
      - a. *Can reach out to IAPE or EMI to start planning 2024 dates for Evidence Training – but a host agency is needed*
      - b. Motion made to approve 2023 2<sup>nd</sup> Quarter Training Report. Kirsty Jones seconds the motion. Motion passes to approve 2<sup>nd</sup> Quarter Membership Report
    2. Secondary Trauma/Mental Health / July 25 @ 10-12 / Online/ Phoebe Mulligan, LICSW – Proctor Kirsty Jones
    3. Tracker Products/Evidence Management Institute – Kirsty Jones
    4. Records Academy – CJTC class in Richland, September 18-22
  - iv. Bylaws – Cathy
    1. 2<sup>nd</sup> Quarter Report
  - v. Conference Chair Candace
    1. 2023 Conference Committee update – Candice Mauracher
    2. General update – Candice Mauracher
    3. Training - Kirsty Jones
    4. Registration – Cathy Munoz
    5. PR – Heather Ging
    6. Sponsors – Lisa Edlin
  - vi. Property/Evidence– Cathy
- b. Future Conference – Cathy Munoz
  - i. Progress update
- c. Lunch with LEIRA – Megan LeBlanc
  - i. *Kirsty - Whatcom Drug task force is interested in maybe doing a LWL*

## 8) New Business

- a. Wareham Scholarship Award Criteria



## LEIRA June 2023 Training Report

Courses	Date	Registered	Attended
Intro to Public Disclosure	March 1	44	42
Advanced PDR	May 8	95	93
De-Escalation	May 10	15	15

### Upcoming Course

Course	Date	Registered
Understanding Trauma	July 25	53

### 2024 Training Plans

Upcoming Courses	Dates	Trainer(s)
Intro to Public Disclosure	TBD	Cathy Munoz and Julie Ubert
Advanced Public Disclosure	TBD	Karen Horowitz
CSI/Evidence	TBD	

### Conference Registration

**Total Registered 186**

Day 1			
Track	Course	Registered	Class Max
Records	Disaster Preparedness (AM)	60 (max)	60 (SJ BR ½)
	Managing LE Records for Future (PM)	66 (6 over max)	60 (SJ BR ½)
Evidence	P&E Mgmt. 101 (AM)	41	60 (SJ BR ½)
	Evidence Panel (PM)	38	60 (SJ BR ½)
Leadership	Workplace Civility (AM)	74	110 (Semi BR 1/3)
	Building Your Leadership Toolbox (PM)	74	110 (Semi BR 1/3)

<u>Day 2</u>			
Track	Course	Registered	Class Max
Records	BWC Panel (AM)	86	110 (Semi BR 1/3)
	PRA Panel (PM)	97	110 (Semi BR 1/3)
Evidence	PRI Evidence (AM)	39	60 (SJ BR ½)
	PRI Evidence (PM)	42	60 (SJ BR ½)
Leadership	PRA Litigation (AM#1)	33	60 (SJ BR ½)
	Leadership/Accountability in LESS (AM#2)	58	60 (SJ BR ½)
	Employee Evals/Coach/Counsel (PM)	44	60 (SJ BR ½)

<u>Day 3</u>			
Track	Course	Registered	Class Max
Records	Sealing and Expunging (AM#1)	74	110 (Semi BR 1/3)
	Accreditation and Audits (AM#2)	81	110 (Semi BR 1/3)
Evidence	Accreditation and Inventories (AM#1)	42	60 (SJ BR ½)
	Evidence Packaging	36	60 (SJ BR ½)
Leadership	Resolving Conflicts (AM)	60 (max)	60 (SJ BR ½)
	Resolving Conflicts (AM)	60 (max)	60 (SJ BR ½)

# Membership Report

## Summary

Current membership is sitting at 419, and increase of 10% since March's report of 382 members. This is close to the 2022 high of 425 in December 2022 and an all time high of 494 in December 2021. Interest in the biannual conference has certainly increased membership and encouraged renewals. LEIRA has offered and is offering a number of trainings in the next few months that may have spurred interest in membership.

## Current Membership as of 6/1/23

Admin		11
Lifetime	30	
Member	378	
<b>Total</b>		<b>419</b>
Prospect	546	

## New Memberships 1/27/23-4/27/23 (by Membership type)

Lifetime	0
Member	58

## New Memberships 3/1/23-6/1/23 (by month)

April 2023	24
May 2023	29
June 2023	1
<b>Total New Membership</b>	<b>54</b>

## Membership Renewals (breakdown by month)

January 2023	208
February 2023	68
March 2023	5
April 2023	7
May 2023	5
<b>Total 2023 Renewals</b>	<b>12</b>

## Lapsed Membership

Lapsed 31-60 days	0
Lased 61-90 days	0
Lapsed 90 days to 6 months	118