



Law Enforcement Records and Information Association

Executive Board Meeting Minutes

Date	October 2 and 5, 2023	Semiahmoo Resort, Blaine, WA
Time	1300-1700	

Members in attendance:

<input checked="" type="checkbox"/>	President	Cathy Munoz	<input checked="" type="checkbox"/>	Past President	Kirsty Jones
<input checked="" type="checkbox"/>	1 st Vice President	Candice Mauracher (Excused/Left for 2 nd Day)		Advisory Positions	Members in attendance
<input checked="" type="checkbox"/>	2 nd Vice President	Amanda Towle	<input type="checkbox"/>	WASPC Ex-Officio	Joan Smith - EXCUSED
<input checked="" type="checkbox"/>	Secretary	Heather Ging	<input checked="" type="checkbox"/>	Committee Chair (Training)	Heather Ging
<input type="checkbox"/>	Treasurer	Ilia Heath (Excused/Missed 1 st Day)	<input checked="" 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 @ 1321 – Cathy Munoz

2) Attendance – Cathy Munoz

3) Call for Additional Agenda Items – Cathy Munoz

4) Secretary Minutes – Heather Ging

- a. Approval of minutes from September 2023 meeting
 - i. Kirsty Jones motions to approve September 2023 Meeting Minutes. Megan LeBlanc seconds the motion. Motion passes to approve September 2023 Meeting Minutes.

5) Conference preparation and assignments

6) General meeting preparation and assignments

7) Treasurer – Ilia Heath

- a. Reimbursements for conference
- b. Budget for 2024

8) Committee Assignments for 2024

- a. Heather Ging will be stepping down as Training Chair and will now be the Chair of Property/Evidence – Erica Meeks will assist with property evidence.
- b. Cathy Munoz will step down as Bylaw Committee Chair and Kirsty Jones will become Bylaws Committee Chair
- c. Kirsty Jones will be Membership Chair
- d. Cathy will temporarily stand in for Training Chair – Heather Ging will assist as needed
- e. Rebecca Hendricks will continue as Legislative Chair
- f. Rana Hoover will be the Conference Committee Chair for 2025
- g. Candice Mauracher will be the Conference Committee Chair for 2026

9) Break @ 1349

10) Called to Order @ 1416

11) Training – Heather Ging

- a. Tracker Products/Evidence Management Institute – Kirsty Jones
 - i. Planning for Kirkland to host as location – Heather will work with Kirkland to set up the location.
 - ii. Kirsty to ask EMI follow up questions
- b. PRI for 2024 – Cathy Munoz
 - i. Possible Classes –
 - Evidence as Records – Retention (possibly in person)
 - Records Redaction and Releasing
 - Criminal Law for Records Personnel
- c. IAPE for 2024 at Union Gap – Not LEIRA sponsored just advertised.
 - i. Best Practices September 10 and 11
 - ii. New Topics (formerly supervisor) September 12
- d. Body Worn Cameras
 - i. Would be an in person 8-hour training by our members.
 - ii. SnoCoSheriff in Marysville as possible location – Megan will see about location
 - iii. February/March Class
- e. PRA Beginner and Advanced
 - i. Cathy and Julie will do PRA Beginner again – two classes – one online and preferably one in person with Advanced on the 2nd day with Karen Horowitz
 - ii. Cathy will talk to Karen if still interested in teaching Advanced and if willing to do 2 sessions.

- f. Warrants and Orders
 - i. Kirsty would teach – does not teach how to enter – but how to read info/and what each thing is
 - ii. Online – 2-4 hours- May
- g. Records Management
 - i. Class to teach Archiving/WASPC transfers and requesting back from archives, Retention, Destruction, etc.
 - ii. Megan LeBlanc and Julie Ubert will teach. Cathy Munoz will assist behind the scenes.
- h. Evidence Management
 - i. Firearms – Online – Erica/Heather maybe teach or will work on someone to teach.
 - ii. CSI Photography – WSP maybe? If Heather can find contact.
- i. Wellness for Law Enforcement
 - i. Megan LeBlanc – Summer/Fall – Would be an all-day event/in-person – will see how Lake Steven’s event goes
- j. *Note – Pricing will be - \$125 for Member full day \$175/Non-Member. Half day online classes will be \$75/\$125.

12) Adjourned @ 1515 (will reconvene on October 5th, 2023)

13) Reconvened at @ 1310 on October 5th

- a. Candice Mauracher is not in attendance (excused)
- b. Rana Hoover is in attendance.
- c. Ilia Heath is in attendance (was excused on October 2nd)

14) Revisiting 2024 Budget that was tabled on October 2nd

- a. Megan LeBlanc makes a motion to approve the 2024 LEIRA Budget. Motion is seconded by Kirsty Jones. Motion passes to approve the 2024 LEIRA Budget.

15) Trainings (Continued) -

- a. Cathy setup training dates with PRI (Releasing and Redacting, Property & Evidence, Criminal Law) – PRI will make flyers.
 - i. Dates and classes are as follows:
 - Releasing and Redacting Law Enforcement Records
Date: February 29th, 2024, 8am-12pm
Online Session
\$99 per person – LEIRA members only exclusive pricing
Depending on interest – may possibly repeat in Nov/Dec
Instructor – Julie Ubert
 - Property & Evidence and Digital Evidence Management
Date: TBD – Planning for April
Online Session

\$179 for LEIRA Members. Open to other WA Personnel at regular price
LEIRA to register their members. We will post on our website to open
registration to others outside LEIRA
Instructor TBD

- Criminal Law vs. NIBRS: Accurate Coding of Offence Reports
Date: TBD – probably week of September 9-13
Online Session
\$179 per person – LEIRA members only exclusive course
Instructor TBD

- b. BWC will be set for March
- c. PRA in-person class will be in Lacey or somewhere in the area
- d. Evidence Retention – Erica and Heather – Online – Spring/Summer (maybe June?)
- e. WSP Photography Course – Heather
 - i. If possible - will be a limited # class held in person
 - ii. Cost maybe higher for registration since it is a specialty course (maybe \$250)
 - iii. Date TBD

16) Conference Lessons Learned – Kirsty Jones

- a. Conference ran efficiently (in comparison with past conferences)
- b. Overall good feedback, good trainers, good topics.
- c. Need to have people assigned to the registration desk along with times.
- d. Name tag information needs to be darker, so it is more visible.
- e. Auction items would be desirable for some.
- f. Need to not have set class breaks for vendor time, just leave that at the mealtimes.
- g. Instead of paying for food at receptions, buy beverage tickets.
- h. Dance parties are fun, but not networking events.
- i. Change Presidents Reception to Welcome Reception.
- j. All board members need to attend the functions for most of the function and the facility contact or their designee needs to be in attendance the entire function.
- k. Need to be mindful of people with mobility issues when setting up classrooms, food/beverage services.
- l. Proctor Captain needs the text/contact for the AV person.
- m. Board members prefer a stipend over meals being provided. It allows for more variety and meeting dietary restrictions/preferences. Too much food was wasted by trying to provide meals.

17) 2024 Elections – Kirsty Jones

- a. Motion to destroy ballots.
 - i. Cathy advised she has already reached out to all of the write in candidates via email, regardless of any prior verbal conversations.
 - ii. Erica Meeks makes a motion to destroy the ballots. Lisa Edlin seconded the motion. Motion passes to destroy the 2024 Ballots.

18) Other Business

- a. Next E-board Meeting is in November – Will schedule 2024 E-board meetings at this meeting

19) Meeting Adjourned @ 1457